



The North Carolina State Government Internship Program 2014

Application Deadline December 16, 2013
(Post marked)

Submit application materials to:
North Carolina Internship Program
Youth Advocacy and Involvement Office
1319 Mail Service Center
Raleigh, N.C. 27699-1319
Telephone: (919) 807-4400

State of North Carolina
Pat McCrory, Governor

North Carolina Department of Administration
Bill Daughtride, Jr., Secretary
Dee Jones, Chief Operating Officer
Bill Bryan, Deputy Secretary

Youth Advocacy and Involvement Office
Stephanie Nantz, Executive Director

www.ncyaio.com

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North Carolina State Government Internship Program

Introduction

Created in 1969, the North Carolina State Government Internship Program provides students with professional work experience that connects their classroom experiences and potential career choices. The Youth Advocacy and Involvement Office (YAIO), an advocacy agency within the North Carolina Department of Administration, coordinates the program.

Interns work 40 hours a week for a 10-week period, earning \$8.25 an hour. They participate in meetings, educational tours and other activities designed to broaden their perspective of public service and state government. There are up to 65 internship positions available during the summer at various state agencies located throughout North Carolina. Projects and interns are screened and selected by the North Carolina Internship Council.

Interns are encouraged to seek academic credit for the internship, but the student is responsible for making such arrangements and should determine the specific procedure at her/his academic institution. The Internship Council reminds all applicants that the intent of the Internship Program is to provide a variety of opportunities for students to learn about public service professions. The program is not designed to compete financially with private industry.

Eligibility Requirements

- ◆ An applicant must be a permanent North Carolina resident attending a college, university, law school, community college or technical institute in North Carolina or a North Carolina resident attending an equivalent institution out of state.*
- ◆ Applicants must carry a 2.5 or greater overall grade point average on a 4.0 scale.
- ◆ Applicants must have graduated from high school and subsequently completed their sophomore year of college before beginning the internship. Community college students must have at least their first year completed before beginning the internship.
- ◆ Applicants must be continuing their education in the fall following their participation in the program.
- ◆ To qualify for a law internship, applicants must have completed at least one year of law school before the beginning of the internship, unless other majors are listed.
- ◆ Students having previously held paid internships with the Youth Advocacy and Involvement Office are not eligible to apply.
- ◆ Applicants must be willing and able to work full-time for the entire 10-week internship. Applicants must be able to provide legal proof of identity and work authorization within three working days of employment.

* Factors considered when determining North Carolina residency include but are not limited to tuition/grant status, length of residency (must be a permanent resident of North Carolina for the 12 months preceding the date of application), permanent address/phone, and/or state issuing driver's license/ID.

Students having limited career-related experience are strongly encouraged to apply since the program is designed to offer career development opportunities to deserving individuals.

Application Process

Please review the following application instructions carefully. Applications that do not meet the stated requirements will not be considered. If you have questions or need assistance, you may contact the YAIO at (919) 807-4400.

An application form can be downloaded from: www.ncyaio.com. Applications must be completed and postmarked by Monday, December 16, 2013. **Late applications will not be considered.**

Applicants may apply for up to five internship projects. To apply, applicants must submit the following materials:

Required Application Materials

- ◆ North Carolina State Government Internship **application forms**.
- ◆ **Cover letters** outlining the reasons you are interested in each project for which you apply. Address cover letters to the North Carolina Internship Council. Your cover letter must include a **bulleted list of projects** for which you are applying, including project numbers and titles.
- ◆ Professional **résumés**.
- ◆ One copy of **transcripts for all post-secondary grades**. An unofficial student copy, obtained from your school's website or registrar, is acceptable. Transcripts must verify current overall GPA.
- ◆ Graduate and law students should submit an official schedule/course list if current grades are not available. Law students should include their current class rank when possible. If you have attended more than one college/university, include a transcript for each; graduate/law students should include undergraduate transcripts.
- ◆ Brief **legal writing samples (law students only)**. Limit sample to three pages. Include a copy for each law project to which you apply. Writing samples exceeding three pages will not be accepted.
- ◆ **Mailed paper application materials are required**. E-mailed or faxed applications will not be accepted. All applications must be postmarked by Monday, December 16, 2013. Applications postmarked after this date will not be considered. Sorry, no exceptions. Mail all materials in ONE envelope.

IMPORTANT

In addition to the original application, an additional individual application form, cover letter and résumé is required for each project to which you apply. For example, if you are applying for five projects, you will need one original application, transcripts, résumé and cover letter, plus five additional sets (application, résumé and cover letter), totaling six sets of materials. Thus, you should always submit one more application form, résumé and cover letter than the total number of projects for which you apply. The original application is reviewed by the Internship Council and remains in your application file at YAIO; additional application sets are sent by YAIO to each project supervisor for review. You may tailor each cover letter to the individual project if desired.

Submit all application materials by mail (in one envelope) to:
North Carolina State Government Internship Program
Youth Advocacy and Involvement Office
1319 Mail Service Center
Raleigh, N.C. 27699-1319

Application Status and Placement Offers

Applicants will receive correspondence regarding their application status and placement offers via e-mail. Please include both a primary and alternate e-mail address on your application. Please check both accounts frequently, including spam and junk mail files.

Selection Process

The State Government Internship Program is historically quite competitive. The North Carolina Internship Council screens all eligible applications and selects students for interviews with project supervisors. All interviews are conducted by phone. Interviews will begin on Wednesday, February 19, 2014, and conclude on Friday, February 28, 2014. After interviews, applicants and supervisors submit a preference form, ranking their preferred projects/applicants. The Internship Council and the YAIO make the final match for projects based on student and supervisor preferences, student demand for a project, departmental and geographical distribution of projects and other relevant factors.

State government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. If you require accommodations in accordance with the Americans with Disabilities Act, contact the YAIO at (919) 807-4400.

Placement in an internship will be contingent upon completing required employment eligibility forms and, if applicable, satisfactorily completing additional screening procedures required by the department in which you will be working.

Important Guidelines

1. Take special care in the preparation of your application material.
 - All application materials must be typed. Handwritten applications will not be accepted.
 - Observe deadlines for submission of application materials; late applications will not be considered.
 - Your cover letters should be persuasive documents with specific reasons for your desire to participate in each of the projects for which you apply.
 - Remember that you are filing an application for a full-time summer job in state government. Your signature signifies that all statements in the application are true and complete to the best of your knowledge.
2. Carefully observe the eligibility requirements listed in this booklet. The Internship Council will not review your application if it fails to meet the stated requirements.
3. If you are selected for a telephone interview(s), be prepared to communicate effectively about yourself, your coursework and your interest in the internship position(s) for which you applied. Keep a copy of your application and review it before the interview(s).

Important Dates

Monday, December 16, 2013 (postmarked)
Friday, February 7, 2014
Wednesday, February 19 – Friday, February 28, 2014
Friday, March 4, 2014
Monday, March 17, 2014
Tuesday, May 27, 2014
May 27 – August 1, 2014
July 2014

Application Deadline
Internship Council Screens Applications
Interviews with Project Supervisors
Intern and Supervisor Preference Forms Due
E-mail Notification of Internship Placement
Orientation and First Day of Work
Internship Program
Intern Reception at the Executive Mansion

Personnel and Payroll Policies

For state government payroll purposes, all interns are classified as temporary state employees. Some important policies affecting interns are:

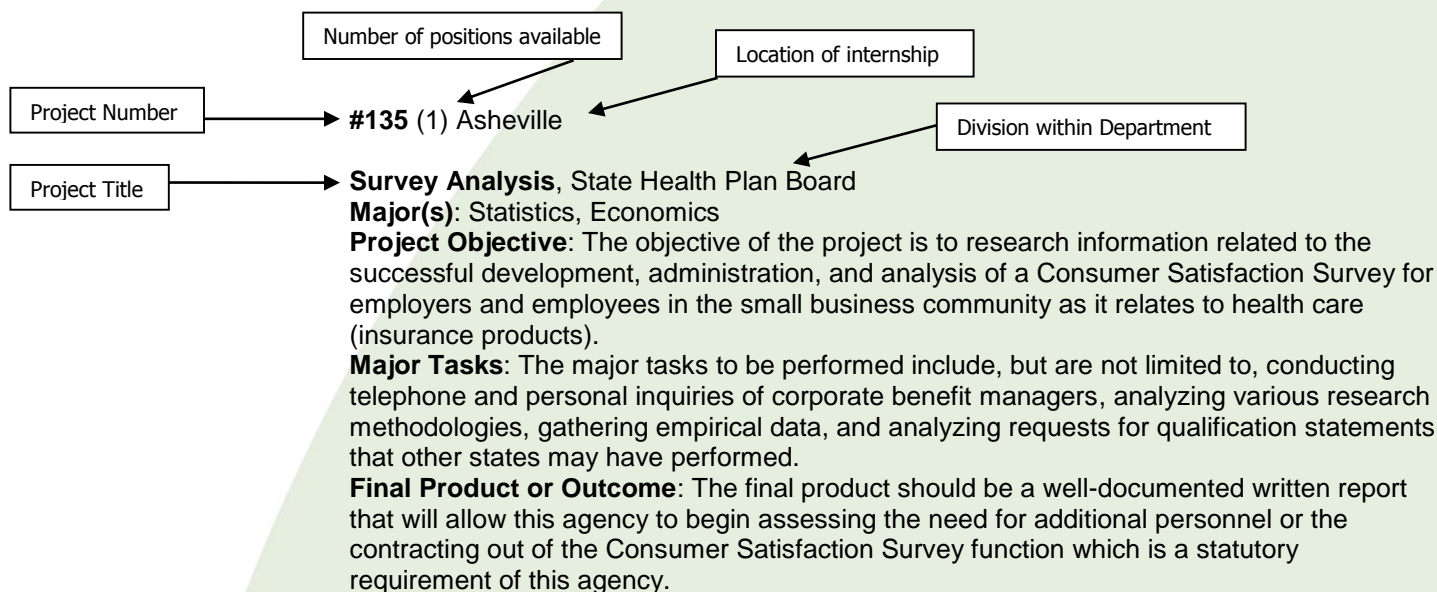
- ♦ As temporary employees, interns are not paid for time taken off. Interns cannot earn sick leave or vacation leave and are not paid for state holidays.
- ♦ Interns are paid \$8.25 per hour and work 40 hours per week for a 10-week period. Interns should be prepared to work full-time from May 27 through August 1, 2014. Friday, July 4, 2014 is a state holiday and is treated as an unpaid day off for interns.
- ♦ All interns will work up to three weeks before receiving their first paycheck.
- ♦ Interns are not eligible to receive medical insurance, but as temporary employees interns are covered by workers' compensation.
- ♦ Interns are not eligible to draw unemployment compensation claims from their summer wages.

Housing and Transportation

Interns are responsible for arranging and securing housing for the internship period. A limited number of internship projects provide on-site housing; this information will be listed with the project description. The Youth Advocacy and Involvement Office will act as a referral resource for interns in need of housing, but staff will not be involved in tenant-landlord relationships. Interns are responsible for securing transportation to and from their work site.

How to Use This Synopsis

The projects described in this booklet are grouped according to state government departments. The projects are numbered consecutively. Students may apply for up to five internship projects. **Each project number and title must be included on the original internship application form.** A sample internship project description is shown below:



Very important

All applicants should keep a copy of their application materials and the descriptions of the projects for which they apply.

Internship Project Index by Majors and Disciplines

Internship projects are indexed by project number to enable you to locate projects requesting a specific major(s). Many internship projects will consider majors outside the preferred majors listed; therefore applicants are encouraged to review all internship projects. If you have course work or experience in an area outside your major and feel that you are qualified to apply for an internship project, please do so and indicate your qualifications in your application and cover letter.

Accounting	10, 16, 68, 79, 86
Adult Education	8, 47
Advertising	9, 11, 34, 58
African/African-American Studies	27
Agency Counseling	74
Agribusiness	10
Agricultural Education	10
Agricultural Sciences	32
American History	19, 26
American Studies	19, 21, 27
Anthropology	25, 26
Archaeology	19, 27, 43
Architecture	86
Art	9, 12
Astronomy	31
Biological Sciences	42, 47, 48, 56
Biology	29, 30, 32, 33, 35, 36, 37, 39, 41, 42, 44, 45, 47, 48, 49, 50, 51, 52, 53, 55, 56, 57, 59, 60, 61, 62
Botany	47, 48, 51, 52, 57
Business	6, 14, 23, 34, 58, 65, 68, 72, 87
Business Administration	3, 13, 14, 15, 18, 58, 68, 75, 76, 79, 87, 88, 93
Chemistry	35, 46, 59
Cinematography	58
City and Regional Planning	1, 14
Clinical Psychology	66
Coastal Management	39
Communications	4, 6, 9, 10, 11, 16, 25, 32, 34, 58, 63, 64, 65, 69, 72, 76, 80, 82, 94
Computer Engineering	70, 73
Computer Programming	18, 70, 73, 92
Computer Science	18, 22, 31, 46, 59, 70, 73, 75, 87, 88
Conservation	22, 42, 47, 56
Conservation Biology	42, 47, 48, 53, 54, 56, 60, 61
Counseling	74
Criminal Justice	76, 79, 84, 85, 88
Customer Service	65
Design	9, 12, 58, 70, 73
Early Childhood	36, 61
Earth Science	1, 59
Ecology	29, 35, 41, 42, 44, 47, 48, 51, 52, 55, 59
Economic Development	13
Economics	13, 14, 79

Education	6, 8, 16, 20, 21, 23, 24, 27, 28, 30, 33, 34, 36, 37, 38, 47, 53, 56, 57, 58, 61, 62, 71, 72
Educational Policy	16
Electrical Engineering	86
Elementary Education	27, 30, 56, 60, 61
Energy	86
Engineering	46, 86, 89
English	6, 8, 17, 64, 65, 69, 80, 94
Entomology	35, 47
Environmental Education	27, 30, 34, 36, 38, 39, 47, 53, 54, 56, 57, 60, 61
Environmental Engineering	1, 22, 46, 58
Environmental Science	10, 27, 29, 30, 33, 34, 37, 39, 41, 44, 46, 47, 48, 49, 50, 51, 52, 53, 55, 56, 60, 61, 62
Environmental Studies	27, 34, 38, 39, 46, 51, 53, 54, 56
Exhibit Design	40
Film Studies	9, 58
Finance	68
Fisheries Science	29, 41, 42, 60, 61
Folk Culture Studies	27
Foreign Languages	7
Forestry	1, 32
Genetics	42
Geographic Information Systems	1, 89, 92
Geography	1, 22
Geomatics	89
Global Studies	13, 63
Government	6, 7, 16, 65, 81
Graphic Design	7, 9, 12, 40, 58, 59, 70, 73, 82
Guidance Counseling	74
History	16, 19, 20, 21, 23, 24, 25, 26, 27, 28, 43, 63, 65, 80
History Education	19
Horticulture	47, 52
Hospitality	15
Human Services	8, 66, 71, 72, 85
Humanities	26, 58
Industrial Engineering	86, 93
Information Systems	6, 18, 46, 87
Information Technology	18, 68, 70, 73, 75, 87, 88
Instructional Design	8
Interior Design	40

Internal Auditing	68
International Policy	63
International Relations	7
International Studies	13, 63
Journalism	6, 8, 11, 17, 69, 71, 94
Invertebrate Biology	42, 45, 47
Land Information Systems	89
Land Surveying	89
Landscape Design	52
Law	2, 4, 5, 16, 64, 65, 77, 78, 83, 90, 91
Liberal Arts	8
Library Science	16, 43
Life Science	42, 47, 56
Mapping	89
Marine Biology	29, 37, 39, 41, 44, 53, 54, 55, 56, 60,
Marine Ecology	56
Marine Sciences	27, 30, 44, 53, 56
Marketing	3, 6, 9, 11, 13, 15, 17, 34, 58, 76, 82
Material Culture	21
Mathematics	14, 31, 46, 59
Mechanical Engineering	86, 87
Media Relations	94
Medicine	67
Multimedia Design	9, 40, 70, 73
Museum Science	43, 47
Museum Studies	19, 20, 21, 24, 26, 27, 28, 47, 51, 59
Natural Resources	10, 22, 27, 32, 39, 42, 47, 48, 49, 50, 51, 53, 54, 55, 62
Natural Resource Management	10, 39, 49, 50, 51, 54, 60, 61
Natural Sciences	27, 34, 35, 36, 38, 44, 47, 49, 50, 51, 53, 56, 57, 58, 60, 61
Non Profit Management	72
Nursing	67
Nutrition	67
Oceanography	27, 37, 56
Occupational Development	6
Parks and Recreation	30, 32, 37, 38, 39, 47, 53, 54, 56, 60, 61
Pharmacy	67,
Photogrammetry	89
Physics	31
Political Science	4, 10, 13, 14, 15, 16, 17, 63, 64, 65, 79, 80, 81, 84, 85, 94
Policy Studies	14
Pre Law	80, 81, 84, 90
Psychology	8, 66, 71, 72, 74, 76, 84
Public Administration	3, 4, 6, 10, 14, 34, 58, 64, 81, 84, 88
Public Health	76
Public History	19, 20, 21, 24, 25, 26, 27,

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Public Information	8, 9, 76
Public Policy	4, 13, 14, 16, 63, 64, 65, 80, 81, 84
Public Relations	3, 11, 17, 34, 58, 63, 69, 71, 82, 94
Public Service	16
Recreation	27, 56, 71, 72
Recreation Management	56
Rehabilitation Counseling	74
Science Education	32, 34, 47, 56, 58, 59, 60, 61, 62
Secondary Education	30, 56, 61, 62
Social Services/Sciences	66
Social Studies Education	19, 24
Social Work	8, 66, 71, 72, 84
Sociology	8, 25, 66, 71, 72, 76
Soil and Land Development	10
Special Education	66, 71, 72, 74
Statistics	7, 14, 15, 46, 93
Technical Writing	8
Theatre	20
Tourism	15, 27
Web Applications Development	70, 73, 92
WEB/Graphic Design	17, 70, 73
Wildlife	42, 51, 53, 56, 60, 61
Wildlife Biology	35, 42, 45, 47, 49, 50, 51, 56, 60, 61
Wildlife Management	29, 32, 41, 56
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Wildlife Science	42, 56, 62
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Durham	23, 25
Elizabeth City	26, 41
Fayetteville	19
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Marion	84
Morganton	66, 72
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Raleigh	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 20, 22, 28, 31, 32, 34, 35, 36, 42, 45, 46, 47, 48, 51, 57, 58, 59, 62, 63, 64, 65, 68, 69, 70, 73, 74, 75, 76, 77, 78, 80, 81, 82, 83, 86, 87, 88, 89, 90, 91, 92, 93, 94
Rowland	15
Salemburg	79
Taylorsville	85
Wilmington	54

Internship Projects by Department

ADMINISTRATION

#1 (1) Raleigh

Clean Water, State Property Office

Major(s): Geographic Information Systems, Geography, Forestry, Earth Science, Environmental Engineering, City/Regional Planning or related

Project Objective: Inventory long-term protection and restoration sites which are used to improve the state's existing surface drinking water sources through comprehensive watershed planning and identification of on-the-ground projects.

Major Tasks: Collect, convert, assemble, and publish GIS and tabular data from the Clean Water Management Trust Fund.

Final Product or Outcome: A Geospatial database containing all of the State owned Clean Water Management Trust Fund sites.

#2 (1) Raleigh

Fair Housing Policy and Legal Affairs Intern, Human Relations Commission

Major(s): Law

Project Objective: Assist the Executive Director and Legal Counsel in conducting research to review/investigate fair cases and finalize documents and Determinations.

Major Tasks: The Fair Housing Policy and Legal Affairs Intern will provide support to the Human Relations Commission's Legal Counsel by advising staff on fair housing issues, assisting in reviews of cases, conducting interviews, developing Determination documents, making recommendations for closure and conducting quality assurance activities. Tasks may also include, but not be limited to technical assistance on fair housing regulations, tracking of the status of investigations, redacting investigative documents in response to Freedom of Information Act (FOIA) inquiries, developing human relations presentations, limited assistance in interviewing case complainants/respondents, and data entry in the Department of Housing and Urban Development's (HUD's) fair housing database, TEAPOTS.

Final Product or Outcome: Fair Housing Determinations, presentations and Commission reports.

#3 (1) Raleigh

HUB Outreach Intern, Office for Historically Underutilized Businesses

Major(s): Business Administration, Public Administration, Public Relations and Marketing

Project Objective: The mission of the Office for Historically Underutilized Businesses (HUB Office) is to promote economic opportunities for historically underutilized businesses (HUB) in state government contracting and procurement that will foster growth and profitability. The objective of the project is to increase

HUB participation and the understanding of the importance of HUB participation among state agencies and departments; promote HUB utilization; and inform HUB firms on how to market their business to end users within state agencies.

Major Tasks: Intern will utilize historical data to develop and implement strategies to increase HUB participation among the various state agencies and departments. Intern will work hands-on with the HUB Director and office staff to develop and design an annual "how to business with state government" workshop and networking event that will encourage face-to-face interactions between HUB firms, state agencies and departments; research and develop effective marketing strategies to be utilized by HUB firms; and identify procurement opportunities for HUB firms.

Final Product or Outcome: Intern will gain experience working with business owners and state agency leaders, obtain knowledge of entrepreneurship, and the importance of growing small businesses within North Carolina. Intern will assist the HUB Office in promoting the Governor's initiatives of economy, efficiency, and education.

#4 (1) Raleigh

Policy and Legislative Affairs Intern, Office of the Secretary

Major(s): Political Science, Communications, Law, Public Administration, Public Policy

Project Objective: Assist the Director in providing support to Administration divisions, Department leadership, the Governor's Office and the General Assembly on government and internal operations related issues and projects.

Major Tasks: Intern will be responsible for drafting correspondence and policy memos, as well as editing reports and presentation materials related to internal and government operations. This will include spear-heading analysis for the Dept.'s reports and studies. The intern will regularly monitor meetings of the General Assembly as well as relative Boards and Commissions, with the opportunity to provide analysis regarding legislation pertaining to Dept. issues. These Boards could include the NC Council of State, State Building Commission, NC Council for Women, NC Domestic Violence Commission, NC Commission of Indian Affairs and others upon assignment. Intern must display strong writing, organizational and interpersonal skills.

Final Product or Outcome: Products will include policy memos, legislative analysis memos, and other government and internal operations related reports and correspondence.

ADMINISTRATIVE OFFICE OF THE COURTS

#5 (2) Raleigh

2014 Law Student Intern, NC Innocence Inquiry Commission

Major(s): Law (must be enrolled full-time at a school of law in the United States).

Project Objective: The student will be engaged in reviewing claims of post-conviction actual innocence for convicted felons in the state of NC.

Major Tasks: Student will investigate and evaluate post-conviction claims of actual innocence by North Carolina convicted felons. Primary duties will include innocence claim reviews, criminal investigations, interviews, and legal discovery review.

Final Product or Outcome: Student will prepare case review memos for Supervisor/Executive Director's approval; prepare investigative reports for Supervisor's approval; will assist with interviews of witnesses, victims, and defendants; will assist in criminal investigations; will review police reports/files, medical reports, and trial transcripts.

#6 (1) Raleigh

Content Development Intern, Communications Office

Major(s): Communications, English, Journalism, Marketing, Business, Information Systems, Education, Occupational Development, Government, Public Administration

Project Objective: Increase the quantity, quality, and diversity of web content delivered to all Judicial Branch state employees via the intranet.

Major Tasks: Collaborate with subject matter experts statewide to write and edit site content; identify opportunities for repurposing legacy content; train and coach content contributors on web writing and use of the content management system (CMS); update web documentation, content policies, and training.

Final Product or Outcome: At the end of the project, the Content Development Intern will have an extensive portfolio of web writing, as well as documentation and training materials developed for employee training.

#7 (1) Raleigh

Enhancing Awareness of Language Access Services in the Courts and Identifying Efficiencies, Office of Language Access Services

Major(s): International Relations, Government, Graphic Design, non-English languages, majors involving statistics and data analysis

Project Objective: To aid in increasing awareness and understanding of the importance of language access services in the court system; to collect and analyze data submitted from the field to identify needs, shortages, and in/efficiencies in the provision and use of language access services; to assist with developing written materials and Web content to promote understanding and awareness of available language access services and how to access them.

Major Tasks: Develop and implement a comprehensive strategy to increase awareness and understanding of language access services in the courts; create publications; collect and analyze data; perform public outreach.

Final Product or Outcome: Publications, data reports and fact sheets for web content and distribution to courthouses, stakeholders and the public; enhanced Web content and design; increased awareness of language access services in the courts generally.

#8 (1) Raleigh

Research Assistant and Curriculum Editor, Guardian ad Litem

Major(s): Social Work, Technical Writing, Instructional Design, Sociology, Psychology, English, Journalism, Education, Adult Education, Human Services, Public Information and other Liberal Arts degrees

Project Objective: Update child welfare statistics, legislative changes, and resource information in thirty-hour pre-service advocacy curriculum published in 2007. If time allows, also update several half-day in-service trainings sessions; e.g., Testifying in Court, Court Report Writing, Court Advocate Collaboration with Service Providers, Legal Permanency for Children.

Major Tasks: Research, writing, formatting and layout.

Final Product or Outcome: Updated training materials for the ~1000 citizens who attend Guardian ad Litem volunteer training each year.

AGRICULTURE AND CONSUMER SERVICES

#9 (1) Raleigh

Development of Marketing Materials for Soil and Water Conservation Programs, Soil and Water Conservation

Major(s): Advertising, Art, Communications, Design, Film Studies, Graphic Design, Marketing, Multimedia Design, Public Information

Project Objective: To design and create dynamic, professional marketing and training materials to promote soil and water conservation programs available for NC landowners. These materials include but are not limited to trade show displays, banners, signs, brochures, publications, training videos, landowner testimonial videos, and website content. These materials will market progressive conservation programs such as the Conservation Reserve Enhancement Program which improves water quality and wildlife habitat throughout North Carolina.

Major Tasks: Intern will improve and in some areas develop marketing and training materials. This may involve all levels of project design, filming, editing, and production. The intern will work collaboratively with division's program managers as well as the Department's Public Affairs Division.

Final Product or Outcome: Internship opportunity to gain real world experiences in marketing conservation programs to various audiences as well as working

collaboratively with multiple managers. Development of collateral pieces such as brochures, displays, film testimonials, and other printed and digital materials, which the intern may be able to include their design portfolios.

#10 (1) Raleigh

Farmland Preservation and Agricultural Development Internship, Farmland Preservation

Major(s): Public Administration, Accounting, Communications, Agricultural Education, Agribusiness, Natural Resources, Soil & Land Development, Environmental Sciences, Political Science

Project Objective: The intern will assist in all areas of the Farmland Preservation division, including the Agricultural Development and Farmland Preservation Trust Fund, the Voluntary Agriculture District program, and the Farmland Protection Plan program. He or she will help to foster the growth, development and sustainability of farm and forestlands throughout North Carolina. The intern will work at the Agriculture Building, located across from the NC State Capitol, in Downtown Raleigh.

Major Tasks: Assist in the development of contracts and budgets for new grantees, monitoring of existing grants, facilitate correspondence between the department and non-profits and county agencies, maintain division databases, digital and web-based creation and management, develop communications on behalf of the program.

Final Product or Outcome: The intern will understand the necessity of preserving working lands throughout the state and its impact on the state's economy, how a state agency works with strategic partners in the private and public sectors, and active involvement in a wide variety of office tasks, including accounting, auditing, environmental and natural resource management, communications, and web-development.

#11 (1) Raleigh

N.C. State Fair Public Relations Intern – Social Networking and Grassroots Marketing, Public Affairs

Major(s): Communication Studies, Communications, Public Relations, Journalism and Advertising, Marketing

Project Objective: Promote the N.C. State Fair, one of the largest annual events in the state, through a number of media, including social networking sites, high school and college publications and media outlets. Produce news releases, speaking points and other promotional materials, and coordinate the purchase of advertising in high school and college newspapers, sports programs and other school-related outlets. Grow and populate the Fair's existing social networking sites through blog posts, online research and outreach.

Major Tasks: Intern will expand and improve social networking efforts for the State Fair; budget and create a grassroots advertising campaign focused on high school and college students; write press releases and speeches; organize events; and assist with other activities associated with State Fair preparations and

promotions. Additionally, the intern will conduct interviews, write all copy, select graphics and images, and help design a 12-page Newspapers in Education supplement through the News and Observer.

Final Product or Outcome: Internship offers an opportunity for a student to create real-world portfolio pieces and gain hands-on experience as part of a public relations team. Intern will be involved in all aspects of promoting a large-scale event and will participate in planning meetings with Fair management and an advertising company.

COMMERCE

#12 (1) Raleigh

Graphic Design Intern; Tourism, Marketing and Global Branding, Tourism, Marketing and Global Branding

Major(s): Graphic Design, Art, Design

Project Objective: To design and create dynamic, professional marketing materials to promote tourism, film, sports, economic development, community development and international trade in North Carolina. These materials include but are not limited to trade show displays, banners, signs, brochures, invitations, publications, web graphics and custom logos. These materials market North Carolina as a premier travel and business destination and help to create jobs for our state. All citizens of North Carolina will potentially benefit from this service.

Major Tasks: Intern will be involved at all levels of project design, including client meetings, layout, design, file set up and production. The intern will also gain experience working with large advertising agencies and will have the opportunity to network with all of our graphic design colleagues in the NC Society of Government Artists.

Final Product or Outcome: Collateral pieces related to each project, such as brochures, signage, reports and other printed materials. They will potentially have several professional pieces to include in their design portfolio as well as exposure to high profile clients in the design industry.

#13 (1) Raleigh

International Business Recruitment and Global Operations Support, Business/Industry Development

Major(s): International Studies, Global Studies, Economics, Marketing, Economic Development, Political Science, Public Policy, and Business Administration

Project Objective: To support the efforts of the NC Department of Commerce's four overseas international offices and Raleigh based International Project Managers with critical and time sensitive client, Secretarial, Governor and Global Recruitment Team reports and requests to facilitate the recruitment of foreign investment and jobs to North Carolina.

Major Tasks: With input from International Project Managers and Overseas Offices the intern will gather

from various sources relevant data, materials and information to create various reports, analysis and marketing materials. Data sources include but not limited to one-on-one interviews, published data bases, the web, phone calls, meetings and existing reports. The intern will interact with foreign owned businesses, NC Department of Commerce staff, economic development allies, lawyers, accountants, local, state and federal governmental agencies, plus foreign consuls and embassies. The intern will reconcile and consolidate data on various foreign owned firms in NC data bases.

Final Product or Outcome: A portfolio of large and small reports, analysis and marketing materials related to international investment including but not limited to NC Foreign Owned Firms Directory; NC International Resource Guide; NC Global Investment Trends Report; international business interaction support plus Secretarial and Governor briefings.

#14 (1) Raleigh

Policy and Economic Analysis Intern, Labor and Economic Analysis Division (LEAD)

Major(s): Public Policy, Economics, Policy Studies, Public Administration, Political Science, Business Administration, City and Regional Planning, Mathematics, Business, Statistics

Project Objective: The objective of the internship will be to provide public policy, economic, and market research analysis to help inform and guide North Carolina policy decisions. As a valued member of the Labor and Economic Analysis Division (LEAD), the intern will participate in a variety of projects with staff analysts. Responsibilities will include: economic analysis and modeling; legislative analysis; workforce analysis; and demand driven quantitative and qualitative research. The intern will have the opportunity to work with LEAD partners including Workforce Development and UNC System schools. The internship will offer the opportunity to produce research for dissemination in a Department of Commerce publication.

Major Tasks: Tasks will include providing policy, workforce, and economic analysis. Additional tasks will be assigned according to the individual strengths and interests of the intern. LEAD fills multiple roles for the Department of Commerce, leading to many opportunities for new and exciting projects.

Final Product or Outcome: The intern will be a valued member of LEAD and participate in a variety of tasks. The intern will have the opportunity to gain experience with public policy, economic analysis, and market research analysis at the state and local level. The intern will also have the opportunity to produce interest driven research for distribution through the Department of Commerce.

#15 (1) Rowland

Summer Travel Counselor, Tourism, Film and Sports Development (Welcome Centers/I-95 S Center)

Major(s): Tourism, Hospitality, Marketing, Business Administration, Political Science, other

Project Objective: This project will expose the intern to North Carolina's visitors, who spent more than \$19.4 billion dollars in the state in 2012. The intern will interact with individuals and families one-on-one to learn what brings them to North Carolina, and it will give the intern a chance to influence the visitors' spending in the state. Tourism expenditures supported over 193,610 jobs in North Carolina and state tax receipts as a result of visitor spending neared \$1 billion in 2012 and local tax revenue directly resulting from visitor spending totaled more than \$579 million. Also the intern will assist the Manager in completing the online state material inventory of Maps, Travel Guides, Wine Guides, ACCESS NC and Civil War Trail Maps; monthly reports such as foreign visitor count generated from guest registry log, motor coach bus report generated by counting busses and passengers, vehicles count / reservations count for hotel rooms booked and new brochures approved to be displayed and distributed report. This internship is an excellent opportunity for the intern to learn about the tourism industry in North Carolina by being exposed to information about the state's various attractions and accommodations, to learn Welcome Center operations firsthand, to add anecdotal experiences to textbook knowledge regarding the tourism industry, and to actually have a direct impact on visitor spending by promoting the state.

Major Tasks: The intern will help staff the reception desk at one of the state's Welcome Centers, located on I-95 just inside our border with South Carolina. The I-95S Welcome Center greeted nearly 1,142,175 visitors in 2012. Since this is not a clerical position, the intern will be trained to answer visitor inquiries and assist with routine Welcome Center duties, just like one of North Carolina's nationally certified travel counselors.

Additionally, and while the intern is exposed to the North Carolina visitors' demographics data, he or she will be making comparisons between that data and the Welcome Centers actual visitors' demographics trend.

Final Product or Outcome: The intern will become familiar with tourist destinations across the state, with a concentration on mountain attractions. Back in the classroom, the intern will be able to draw on individual experiences with tourists to add authentic anecdotes to textbook instruction, and have a frontline knowledge of the state's growing \$19.4 billion tourism industry based not only on the general demographics of visitors to the state but also to the Welcome Centers and the monthly reports that reflect overall statistics about the program.

COMMUNITY COLLEGES

#16 (1) Raleigh

Getting NC Students 21st Century Ready!, Academic and Student Services

Major(s): Educational Policy, Public Policy, Education, Law, Government, History, Political Science, Communications, Accounting, Library Science, Public Service

Project Objective: Support NC's Core to College Grant Program Activities.

Major Tasks: 1.) Assisting in the planning and management of Leadership Forums across the state where University Chancellors, Community College Presidents, Deans, Provosts, local LEA Superintendents, central office staff and other key K-12 and Postsecondary leadership personnel will be convened to discuss and review state plans for implementation of the new Common Core State standards and new, 21st century assessments for students in North Carolina; 2.) Communications activities such as writing, educational and policy research to inform a variety of Core to College programming; and 3.) Ongoing management of website and collateral materials related to the state's policy development of a shared definition for what it means to be college and career ready.

Final Product or Outcome: Successful convenings of policy makers from across the state, a report of information gathered and discussed at these convenings and a set of positive communication tools supporting broader awareness, understanding and policy actions for all North Carolina students being ready for postsecondary success in the 21st century.

#17 (1) Raleigh

Marketing and Public Affairs Assistantship, President's Office/Executive Division

Major(s): We are open to any and all academic majors. However, Public Relations and Marketing, Journalism, English, Political Science, Web and/or Graphic Design, majors would all be desired.

Project Objective: To aid in increased visibility of the North Carolina Community College System through feature articles/press releases, web design and marketing.

Major Tasks: Author various feature articles for submission to agency publications and the agency website. Provide assistance in research related to speaking engagements and media interviews. Assist in facilitating media requests. Assist in some graphics design needs and updates to web content. Assistance with event planning as necessary.

Final Product or Outcome: Several completed writing samples such as articles or news releases, graphic design or marketing pieces and hands on experience in a fast-paced setting dealing with the general public, media and internal and external stakeholders.

#18 (1) Raleigh

SAP Business Objects to SAS Migration, Technology Solutions and Distance Learning

Major(s): Computer Programming, Computer Science, Information Systems, Information Technology, Business Administration.

Project Objective: Convert SAP Business Objects reports to SAS Business Intelligence Server reports. The migration of legacy reports to the new reporting system will allow the student to develop business analysis skills, technical understanding of Business Intelligence tools and user requirement gathering skills. This person will work with all aspects of the organization during the migration (while this position is in IT, the student will interface with staff from Finance, Human Resources, local Colleges and others). This position will work with the latest versions of two of the most popular business Intelligence tools and will be responsible for recommending best practices and conversion plan based on their analysis of the tools.

Major Tasks: Analyze and determine best approach for building reports and Dashboards in SAS. This position will be responsible for building a long term conversion project plan based on their learned experiences using both tools. This project plan will become the roadmap for the rollout of the new SAS reporting suite.

Final Product or Outcome: SAS Reports and Dashboards experience for real world business intelligence programming in state of the art tools. Exposure to all aspects of the business, technical and end user support, in real life scenarios will be common during the project.

CULTURAL RESOURCES

#19 (1) Fayetteville

Collections and Education Intern, State History Museums, Museum of the Cape Fear

Major(s): History, Public History, US History, Museum Studies, Archaeology, Social Studies or History Education, American Studies/History,

Project Objective: Assist the collections supervisor with cataloguing and organizing artifacts and documents in the Museum of the Cape Fear's collection. We have many recent acquisitions that need documentation, including pieces from the E.A. Poe family, so that they can be displayed or placed in proper storage. This project may also include transcription and digital scanning of documents and photographs. In addition the intern will assist the education staff with our annual Summer History Camp for youth aged 9-12 years; and an Archaeology Workshop for Teachers in Arsenal Park as part of our Civil War Sesquicentennial programming.

Major Tasks: Catalog and provide documentation for recent acquisitions and other undocumented materials selected by the collections supervisor in the Museum of the Cape Fear collection. This includes performing necessary research to document provenance and historical value of the items. Transcribe and digitize

documents and letters as directed. Assist education staff as a lead instructor for Summer History Camp for youth aged 9-12 years, and with preparation and implementation of the Archaeology Workshop for Teachers. Interact with the visiting public by providing visitor services and guided tours of the 1897 Poe House.

Final Product or Outcome: The intern will receive a well-rounded experience in a state history museum by working in collections, assisting with special events and programs, and providing guided tours and visitor services. The intern will provide a catalogued list and research documentation as required for the undocumented artifacts and materials assigned by the collections supervisor in the Museum of the Cape Fear collection. The intern will assist with preparation and implementation of a successful Summer History Camp and Archaeology Workshop for Teachers in Arsenal Park.

#20 (1) Raleigh

Costumed Interpretation Educator, Archives and History, Museum of History

Major(s): Education, Public History, Museum Studies, Theatre, History

Project Objective: To expose an intern to the field of museum education and the development and presentation of themed, curriculum-based public programs for general visiting public at the NC Museum of History thru costumed interpretation. To continue offering a strong slate of summer programming for the museum public.

Major Tasks: The intern will split their time between engaging the public within the museum thru third-person costumed interpretation and developing a minimum of one new costumed interpretation role for future volunteers/interns. Roles will cover various aspects of state history and culture, and the intern may choose from themes ranging from the Colonial Era thru the 20th Century. The intern will develop a complete profile of one of these roles including dress, historic background, relevant primary and secondary source materials, and methods of presentation/interpretation of their role.

Final Product or Outcome: The intern will gain a thorough knowledge of North Carolina history through the museum's exhibits and program curriculum, and will interpret this information to the general public and develop costumed interpretation packets. The intern will gain valuable educational and interpretive skills for teaching by developing and implementing various public programs. All materials produced during the internship will be used in future museum initiatives.

#21 (1) New Bern

Curatorial Assistant, Archives and History, Tryon Palace

Major(s): History, Public History, Museum Studies, Education, American Studies, Material Culture

Project Objective: To assist staff members of the Tryon Palace Collections Department in managing all aspects of the collections, including cataloging,

processing, researching, interpreting, and displaying artifacts that inform the history of eastern North Carolina. The intern will gain practical experience in a wide range of museum duties.

Major Tasks: The intern will assist with collections care by measuring, describing, photographing, and preparing objects for storage and learning to input records using the state's collections management system, Proficio. He/she will help prepare a display that explores memory and commemoration for the rotating exhibit gallery in the NC History Center by conducting historical research, creating draft exhibit labels, working with collections staff to finalize the object list, and coordinating with conservation staff to prepare objects for display. Other duties will include serving as a liaison to the Education Department as they prepare programming to complement the exhibit.

Final Product or Outcome: The intern will gain excellent, hands-on experience in the full spectrum of collections care and use; he/she will learn how registration methods lay the foundation for exhibit development, design, and installation; and he/she will participate in installing an exhibit.

#22 (1) Raleigh

GIS Specialist, Administration, Information Technology

Major(s): Geography, Computer Science, Natural Resources, Conservation, Environmental Engineering

Project Objective: GIS Specialist to work on department wide GIS Initiative.

Major Tasks: Working closely with staff to collect, digitize, format, and populate spatial databases using ESRI ArcSDE/MS SQL Server technology stack. Work closely with team to design and implement mapping applications and mobile applications using ESRI ArcServer APIs.

Final Product or Outcome: North Carolina Cultural Resource Statewide spatial mapping application that allows the public to create tours based on past and present cultural events. Resources may include Homegrown Handmade Program (<http://www.homegrownhandmade.com/>) which brings together artists, farmers and creative entrepreneurs rooted in North Carolina's rural countryside. Self-directed driving tours across the state put visitors in touch with hands-on farm experiences, u-pick organic produce, art galleries, artists' studios, live music, handcrafts, vineyards and wineries, historic sites and picturesque bed-and-breakfasts. The project will bring this publication alive (mobile/web GIS application) allowing for driving tours while providing a wealth of information directly to the user.

#23 (1) Durham

History Interpreter, Historic Sites, Bennett Place

Major(s): History, Education, Business

Project Objective: Assist staff as a historic interpreter.

Major Tasks: Provide historical tours of the site of the largest surrender of the American Civil War. In addition, perform costumed interpretation, library research, visitor

services, gardening, and general maintenance of a historic park.

Final Product or Outcome: A gratifying work experience for the college student and assistance in the completion of special event programs and research projects.

#24 (1) Four Oaks

Historical Research and Visitor Services Internship, State Historic Sites, Bentonville Battlefield

Major(s): History, Public History, Social Studies Education, Museum Studies, or related major.

Project Objective: Commemorate and personalize the stories of individual soldiers, citizens, and enslaved people that lived in Bentonville or fought in the Battle of Bentonville through an interpretive program for school groups. In addition the intern will gain experience giving tours and providing visitor services.

Major Tasks: The selected intern will use the site library, archives, Bradley research, and online resources to research and compile short biographical sketches that may or may not include images, on individuals that were involved or living in the area during the Battle of Bentonville. These individuals include soldiers, civilians, and enslaved people. The sketches will be a minimum of one to two paragraphs. The intern will search for photographs of the person detailed in each biography. 50% of the internship will consist of visitor services such as providing Harper House tours and greeting visitors.

Final Product or Outcome: There are currently 16 biographies associated with the "People of Bentonville" project. 16 additional biographies compiled by the intern in 2014 will allow one individual biography for each student in a large school class. Upon arrival at Bentonville Students will receive an "enlistment form" with biographical information of one individual upon arrival at the site or prior to the scheduled field trip. Throughout their field trip experience, students will be aware that clues may be given about the role and fate of their assigned person. The teacher or group leader will be provided with information on the fate of each individual that will be revealed to the students at the completion of the trip. Did they perish in the battle? Were they wounded? Did they survive the war and go on to a noteworthy career? What happened to their homes and families?

#25 (1) Durham

Junior Interpreter Supervisor and Historic Interpreter, Historic Sites, Duke Homestead

Major(s): History, Public History, Anthropology, Sociology, Communications

Project Objective: To work with the historic site's junior interpreters (a group of young people ages 8-18) to learn, teach, and demonstrate historic activities for special events and workshops. Student will also provide guided tours of the historic site and perform visitor services like answering questions, starting the movie and assisting with special event planning.

Major Tasks: Visitor Services (give guided tours of the historic site, answer questions, assist with special events) and supervise the Junior Interpreters at special events, research historical demonstrations to teach at workshops.

Final Product or Outcome: Assist staff with visitor services and complete three Junior Interpreter workshops.

#26 (1) Elizabeth City

Museum Collections Assistant, History Museum, Museum of the Albemarle

Major(s): History, Museum Studies, Anthropology, Public History, Humanities, American History

Project Objective: The intern will assist the members of the Collections staff in all phases of research, care, handling, and storage of artifacts that interpret the general history of the thirteen northeastern NC counties. The intern will also assist in maintaining necessary legal and paper documents and help in basic cleaning and conservation of a variety of artifacts such as historic fabrics, furniture, farm and industrial items, household furnishings, toys and paper ephemera. This will afford excellent insight and training for museum work.

Major Tasks: Assist in research, movement, handling, and storage of the museum's general history artifacts. Provide help in cleaning, conservation, photographing, and measuring of artifacts. Research provenience, history, and legal status of artifacts within collections. Assist in the scanning of a large collection of glass plate negatives from the early 1900s. Take part in weekly meetings of the entire museum staff and in periodic meetings and discussions with the exhibit development team.

Final Product or Outcome: Artifacts will be properly assessed, cleaned, photographed, and packed with appropriate paperwork completed. Necessary measurements will have been taken for entry into state collections computer system. Collections will be in better storage and more accessible for use in exhibits for many years in the future.

#27 (1) Beaufort

Museum Education Program Assistant, State History Museums, Maritime Museum in Beaufort

Major(s): History, U.S. History, Museum Studies, Public History, Education, Elementary Education, Environmental Education, American Studies, Recreation and Tourism, Folk Culture Studies, Archeology, African American Studies, Marine Sciences, Environmental Studies/Sciences, Natural Resources, Natural Sciences, Oceanography

Project Objective: The intern will receive an introduction to museum education programs; learn about facility operations, collections, artifacts, research and exhibit design. The intern will gain professional experience as a program assistant to staff educators involved in youth summer camps and public programs in the auditorium and field setting. For an independent project, the intern will utilize skills and knowledge

acquired over the summer to create and present an original program related to maritime history.

Major Tasks: The intern will assist staff educators with conducting informative programs, in the museum and in the field. Examples of programs include artifact/history-based lectures, coastal habitat hikes, kayak trips, boat cruises, special events and guided museum tours. The intern will instruct summer camp programs related to North Carolina's maritime history and environment for grades K-5. Operation of audio visual equipment, conduct research using library and internet resources and prepare materials for programs.

Final Product or Outcome: The intern will gain experience in educational program design, implementation and evaluation in a museum and field setting. With help from the intern the museum will increase the scope and depth of its educational services. The intern will obtain a complete understanding of North Carolina's maritime history, heritage and environment.

#28 (1) Raleigh

Public Programs Educator, Archives and History, Museum of History

Major(s): Education, Public History, Museum Studies, History, Museum of History

Project Objective: To expose an intern to the field of museum education and the development and presentation of themed, curriculum-based public programs for elementary-aged children at the NC Museum of History. To continue offering a strong slate of summer programming for the museum public.

Major Tasks: The intern will develop a minimum of two new half-day programs for children who have completed grades K-2 or 3-5. Programs may cover various aspects of state history and culture, and the intern may choose from themes including the Colonial Era, American Indians, Civil War Era, and NC regions. The intern will prepare and implement at least one public program under the supervision of staff, and will serve as an assistant for programs designed for children aged 3-14.

Final Product or Outcome: The intern will gain a thorough knowledge of North Carolina history through the museum's exhibits and program curriculum, and will interpret this information to design teaching materials and lesson plans suitable for children of various age levels and learning styles. The intern will gain valuable interactive, educational, and interpretive skills for teaching children through the implementation and development of public programs. All program materials produced during the internship will be used in future museum classes and education initiatives.

ENVIRONMENT AND NATURAL RESOURCES

#29 (1) Manteo

Assessment and Management of Coastal Fisheries Resources on the Outer Banks, Marine Fisheries

Major(s): Marine Biology, Fisheries Science, Biology, Zoology, Ecology, Environmental Science, Wildlife Management, or any related fields.

Project Objective: Assist in various NCDMF independent and dependent sampling programs, collecting data essential to assessing finfish stocks and in the development of NC fishery management plans.

Major Tasks: Fishery independent experience includes trawling for juvenile finfish, fishing gill nets for adult fish or fishing long line gear for adult red drum from various locations along the Outer Banks including Pamlico Sound, Roanoke Sound and Croatan Sound. Along with collecting biological and environmental information from fishery dependent projects, interns will also assist in the tag and release of captured red drum. Fishery dependent sampling experience includes dock side sampling of commercially harvested finfish and crabs from a variety of fishing gear (pound nets, gill nets, long hauls) utilized along NC's outer banks during the summer season.

Final Product or Outcome: Experience a wide variety of fishing gear techniques typically used in the collection of fisheries information for the management of fisheries resources. Skills learned are invaluable introductory experiences for those individuals interested in a career in fisheries sciences.

#30 (1) Carolina Beach

Assistant Park Ranger, Parks and Recreation, Carolina Beach State Park

Major(s): Parks and Recreation, Environmental Science, Environmental Education, Marine Science, Biology, or elementary or secondary education with a concentration in environmental education.

Project Objective: The primary objective of this project is to develop, present, manage and document ten weeks of environmental educational programs focused on the natural resources of Carolina Beach State Park. The secondary objective is to develop a trailside environmental education display.

Major Tasks: Intern(s) will present at least three environmental education programs a week. Intern(s) will develop two new EE programs, which will include an outline, bibliography and a list of materials needed to present each program. One trailside display will be constructed. Programs will adhere to the ADA Guidelines. Intern(s) will keep a daily journal of activities and time spent with each responsibility.

Final Project or Outcome: Two new interpretive programs both with outlines, bibliographies and material lists. A journal containing facts about the park and species in the park that were discovered during daily activities and responsibilities. One trailside display with an environmental education theme. Increased visitation

due to regularly advertised environmental education programs and activities.

#31 (1) Raleigh

Astronomy Lab Intern, NC Museum of Natural Sciences

Major(s): Astronomy, Physics, Mathematics, Computer Science

Project Objective: The Astronomy & Space Observation Lab is a publically visible research laboratory where museum visitors can see astronomers at work, as well as visualizations of their research, current space mission and science highlights. The Astronomy Intern will work with Dr. Smith and Dr. Treuthardt to develop a comprehensive set of visualizations suitable for the general public, within an overarching visual astrophysical "storyline."

Major Tasks: 1) conduct online searches to expand the currently minimal set of imagery and video, 2) synthesize imagery and video into coherent presentations for a general museum audience, 3) translate data products from ongoing research related to astrochemistry and solar system formation (Dr. Smith) and galactic morphology and evolution (Dr. Treuthardt) into effective presentations, and 4) integrate presentations such that there is a visually obvious theme spanning solar system evolution to the edge of the Universe. The intern will have the mentorship of Smith and Treuthardt throughout this project.

Final Product or Outcome: A large and versatile set of dynamic presentations for the general public will be created within an overarching astronomical theme. The intern will have the opportunity to develop this comprehensive set of thematic visualizations – the first of its kind at the museum – while working with astronomers in a unique laboratory setting.

#32 (1) Raleigh

Citizen Science Intern, NC Museum of Natural Sciences, Prairie Ridge

Major(s): Biology (including all related sub-disciplines), Science Education, Forestry, Parks and Recreation, Wildlife Management, Natural Resources, Agricultural Sciences. Would consider communications or related majors if the applicant has a strong interest in science.

Project Objective: Prairie Ridge is the field station for the NC Museum of Natural Sciences. Groups of students, teachers, and the public learn about NC's wildlife, natural habitats, and sustainable living at the 45-acre site. The intern will help educate the public about citizen science opportunities at Prairie Ridge and the Museum and assist Prairie Ridge staff in their mission of educating the public about the natural world.

Major Tasks: The intern will help design, plan, and implement a mutually agreed upon citizen science-based project that will be completed largely independently. The intern will also work to publicly communicate citizen science opportunities, programs, and results, collect data for a variety of ongoing citizen science efforts, and

assist in promoting Prairie Ridge's mission by offering public education opportunities.

Final Product or Outcome: Intern will gain experience defining, planning, and implementing an independent project while gaining knowledge of current practices in the field of citizen science. The intern will also gain experience in developing educational programs and materials, environmental education, working in the natural world, collecting scientific data, and communicating science to the public. Prairie Ridge will gain a valuable resource that will help further the facility's mission and programs and contribute to public education at the site.

#33 (1) Beaufort

Coastal Reserve Education Intern, Coastal Management

Major(s): Biology, Education, Environmental Science

Project Objective: The Coastal Reserve Education Intern will learn about estuarine ecology and coastal processes. They will learn how to translate science information into age-appropriate learning materials and activities. The intern will learn different teaching techniques to use in a classroom and informal settings. They will also gain valuable hands-on science teaching experience, public speaking skills, leadership skills and organizational skills necessary to be a successful educator.

Major Tasks: The intern will assist the Reserve Education Coordinator with summer camps, field trips and classroom activities. The intern will be involved in developing and presenting curriculum-based programs to a variety of age groups (pre-school through high school). The intern will be responsible for teaching portions of each program and will be encouraged to develop innovative activities to include in the summer camps and programs. A significant portion of the intern's time will be spent in the preparation of activities and the rest of the time will be spent teaching students or leading field trips.

Final Product or Outcome: The intern will be involved in all aspects of summer camp development including program scheduling, student registration, curriculum development and teaching. The intern is expected to develop a hands-on activity that will be used during the summer programs and posted on our website for teacher use.

#34 (1) Raleigh

Connecting Students with NC Business and Industry, Environmental Assistance and Customer Service, Environmental Assistance Center

Major(s): Public Administration, Public Relations, Communications, Advertising, Marketing, Education, Business, Environmental Science, Environmental Education, Environmental Studies, Science Education, Natural Sciences, or related majors.

Project Objective: 1) To help NC students find good opportunities for hands-on learning projects and real-world experience at N.C businesses, industries, and

local governments who have demonstrated environmental excellence, 2) To help NC Environmental Stewardship Initiative (www.ncesi.org) members connect with student co-ops, internships, Capstone programs, and other available student learning opportunities to provide guidance and hands-on training to the next generation of workers. This effort would especially facilitate those organizations in rural areas of the state that may not have nearby schools to work with and 3) To help students learn to identify environmental opportunities at their future employers in any field or location.

Major Tasks: Identify and contact the existing Capstone and other co-op and internship programs available at educational institutions across N.C. and compile them into one guidance document for ESI members, students, and others. Contact ESI members to discuss current intern opportunities and future needs and communicate identified programs from the guidance document. The intern would also have opportunities to visit ESI facilities and learn about their environmental programs.

Final Product or Outcome: Guidance document (to be posted online) that identifies existing and potential opportunities to link environmental advanced NC businesses, manufacturers and local governments with students desiring real-world experience and hands-on learning.

#35 (1) Raleigh

Curator Assistant (Arthropod Zoo Intern), NC Museum of Natural Sciences

Major(s): Background in the Natural Sciences is preferred (Major/Minor incl. Wildlife Biology, Gen. Biology, Zoology, Entomology, Ecology, and/or Chemistry)

Project Objective: It is the objective of this position to introduce and familiarize interested persons to the diversity of form and function of this planet's most diverse group of animals, the arthropods (incl. Insects, Arachnids, Crustaceans, and more!). Interns will learn about arthropod care in captivity, their importance in the environment and many more aspects of how museums and zoos function behind the scenes.

Major Tasks: Daily maintenance of the "Living Arthropod Collection" and gallery; field work; program development. The intern will play a role in the preparations of Special Events (incl. our annual "Bugfest" event).

Final Product or Outcome: Unlike other facets within this institution, The Arthropod Zoo requires constant upkeep. Since the emphasis of this gallery is LIVE exhibits and LIVE backup animals for educational programs, there is a "*never ending*" component with the need for renewal and maintenance. The intern will become an integral part of the gallery's upkeep and an important member of the staff, especially as pertains to the dissemination of arthropod related information to the general public and staff. Interns will design and contribute to educational programs (i.e. "Cart Programs"

and interact with the public testing the information and delivery of the programs designed).

#36 (1) Raleigh

Discovery Room Intern, NC Museum of Natural Sciences

Major(s): Early Childhood Education, Biology, Natural Science, Environmental Education, Education

Project Objective: To enhance the intern's knowledge base of the N.C. Museum of Natural Sciences as an institution, a research facility, and an educational resource. The internships primary focus is the Discovery Room. This is an intergenerational, interactive exhibit area where visitors of all ages can learn through direct contact with specimens, objects, and staff. The intern assists visitors in having a valuable, learning experience using real specimens, objects, live animals, and props. The intern fabricates/designs an educational activity or exhibit for the Room. One fourth of the intern's time is devoted to understanding museums. Contact time is spent with exhibits, research, outreach and other learning areas.

Major Tasks: Keep the Discovery Room open; interact with Museum staff, curators, researchers, docents and visitors in a professional manner; maintain, develop, field test and evaluate current and new Discovery Boxes, Drawers, text, and specimens; assist with the maintenance and care of native plants and animals.

Final Product or Outcome: Produce a Discovery Room activity highlighting a North Carolina's plant, animal and or habitat that connects the Museum and the interest of the intern; create a portfolio of written and photographic materials of materials of experiences at the Museum; provide a positive experience for all visitors as they learn by observation of real objects and specimens.

#37 (1) Manteo

Education Intern, Aquariums, Aquarium on Roanoke Island

Major(s): Biology, Environmental Science, Oceanography, Parks and Recreation, Marine Biology, Education

Project Objective: The education intern will gain teaching and public speaking experience in a fun and exciting non-formal environment.

Major Tasks: The education intern will present live animal programs, dive shows, interpretive talks at touch tanks and feeding programs, and interact with large numbers of visitors to the aquarium. Intern must be able to handle live animals such as invertebrates, reptiles, amphibians, and small mammals. Will work with other education staff and volunteers to engage all ages.

Final Product or Outcome: The education intern will gain confidence, experience, and knowledge and have a great summer living and working at the beach. A final project will be required at the end of the internship - may develop an educational program, teaching aids or props to enhance the education department's offerings to the public.

#38 (1) Jefferson

Environmental Education and Natural Resource Projects Intern, NC State Parks, Mt. Jefferson State Natural Area

Major(s): Education, Environmental Education, Environmental Studies, Natural Sciences, Parks and Recreation Management

Project Objective: Actively participate in the development and presentation of park education programs for adults and children. Continue monitoring lichen samples by taking photos and simple measurements in the field. Update, create, and develop new public programs and displays. Assist with visitor services at visitor Center. Develop interpretive and historical site bulletins or audio CD's. This may include conducting oral history interviews. Finally you will have fun hiking, canoeing and exploring the parks while you make new friends at New River and Mt. Jefferson State Parks.

Major Tasks: Present interpretive programs, conduct monitoring of lichens, research, improve visitor center services. roving/hiking, working with the public and children. Public programs, hikes, park orientation, and book development including oral history interviews, Some photography.

Final Product or Outcome: Continued lichen monitoring, new park education programs, satisfied and enlightened park visitors, new junior ranger programs, oral history recording on CD.

#39 (1) Kure Beach

Environmental Educator/Assistant Park Ranger, Parks and Recreation, Fort Fisher State Recreation Area

Major(s): Parks and Recreation Management, Environmental Education, Environmental Science/Studies, Natural Resource/Coastal Management, Biology, Marine Biology and other related sciences

Project Objective: To enhance the visitor's overall experience through educational programs focused on the park's unique species of flora and fauna. To monitor, protect and promote the successful nesting of sea turtles along the park's five miles of undeveloped beach.

Major Tasks: To enhance the visitor's overall experience through development and presentation of educational programs focused on the park's unique species of flora and fauna. To monitor, protect and promote the successful nesting of sea turtles along the park's five miles of undeveloped beach. To assist permanent staff in the day to day operations of a state park.

Final Product or Outcome: Park visitors will have a better understanding of nature and efforts to protect and preserve natural resources. Park staff will have additional programming to continue educating the public long after the internship is completed. The intern will gain a working knowledge of natural resource management through participating in the protection of the endangered Loggerhead sea turtle.

#40 (1) Manteo

Exhibit and Graphic Design Projects Intern, Aquariums, Aquarium on Roanoke Island

Major(s): Graphic Design, Exhibit Design, Interior Design, Multimedia Design

Project Objective: To gain experience in the areas of exhibit design, graphic design and multimedia design for public components at the North Carolina Aquarium on Roanoke Island.

Major Tasks: Intern tasks include, but are not limited to, exhibit design (including team brainstorm and idea development, conceptual sketching, exhibit installation, fabrication, maintenance and repair), use of design software to develop educational signage, advertising materials and multimedia projects, and fabrication and production of exhibit components.

Final Product or Outcome: Interns should expect to leave internship with the knowledge of how exhibits impact public experience, knowledge and understanding of indigenous North Carolina marine and aquatic life, some hands-on and technical skill sets with display and design equipment, and the possibility of portfolio pieces.

#41 (1) Elizabeth City

Fisheries and Habitat Assessment Surveys of Albemarle Sound Intern, Marine Fisheries

Major(s): Marine Biology, Fisheries Science, Biology, Zoology, Ecology, Environmental Science, Wildlife Management, or any related fields

Project Objective: The intern will assist fisheries technicians and fishery biologists in a wide range of on-going research and monitoring of anadromous and non-anadromous stocks in Albemarle Sound. The field office conducts fishery dependent and independent surveys which employ an array of gear and techniques in order to research, monitor, and assess finfish species important to the state, as well as many east coast fisheries.

Major Tasks: Actively participate in a variety of field and laboratory work experiences in order to collect biological data from commercially and recreationally important fish species: Fishery dependent sampling of finfish landed by seasonally employed commercial gear (pound nets, fyke nets, gill nets, crab pots); Collect and prepare ageing structures (scales, otoliths, and spines) from finfish; Juvenile surveys using trawls and seines to sample various juvenile finfish species as part of a long term data base of juvenile abundance; Habitat characterization of the inshore waters of North Carolina's Albemarle Sound including Submerged Aquatic Vegetation density, and identification.

Final Product or Outcome: The intern will experience a variety of field and laboratory techniques that are basic to fishery science data collection and essential input for stock assessments.

#42 (1) Raleigh

Genetics and Biodiversity Summer Internship, NC Museum of Natural Sciences

Major(s): Biology, Zoology, Genetics, Wildlife, Ecology, Biological Services, Conservation, Conservation Biology, Fisheries Sciences, Invertebrate Biology, Life Sciences, Natural Sciences, Wildlife Biology, Wildlife Resources, Wildlife Science, and others considered on case-by-case basis

Project Objective: This internship provides a unique opportunity to learn and perform a combination of genetic techniques on NC species under study at the Museum (fishes, freshwater mussels). The intern will learn laboratory techniques currently used in museum-based science to aid in the identification of new species and track population genetic dynamics. These skills combined with interaction with our curators and their taxonomic expertise form the foundation of biodiversity studies. This irreplaceable combination of experiences is offered less frequently at the collegiate level but is absolutely essential to the training of future biologists.

Major Tasks: DNA extraction, PCR amplification, DNA sequencing, STR (microsatellite) genotyping, data & sample organization. Attention to detail is essential when mastering genetic techniques.

Final Product or Outcome: The intern will learn basic genetic techniques as applied to research in the natural sciences. While these skills will focus on conservation genetics and basic species identification, these techniques can be applied broadly to almost any biological discipline the intern should pursue. In addition, the intern should have the opportunity to generate sufficient data to develop a brief scientific manuscript for publication shortly after the internship is completed.

#43 (1) Chimney Rock

Historical Archives Manager/Curator, Parks and Recreation, Chimney Rock State Park

Major(s): History, Library Science, Museum Science, Archaeology

Project Objective: Preserve 100-year written history of internationally known state park.

Major Tasks: Catalog, organize, digitize and preserve 100-year history of state park's documents, photos, film, brochures and etc.

Final Product or Outcome: An anthology of the history of Chimney Rock at Chimney Rock State Park that showcases a chronology of pictures, film, significant documents, maps, brochures, press releases, articles and other items that represent the 100-year history of this iconic tourist destination. Oral presentation of information to general public.

#44 (1) Manteo

Husbandry Intern, Aquariums, Aquarium on Roanoke Island

Major(s): Biology, Marine Biology/Science, Ecology, Natural Science, and Environmental Science

Project Objective: Intern will be immersed in all aspects of aquarium animal and plant care. During the

summer program interns will discover the inner workings of a large public aquarium. After a short training period, they will become involved in the daily workings of the Aquarium facility.

Major Tasks: Summer interns will be involved in most of the tasks performed by our husbandry staff. This will include: water quality monitoring, animal acquisition, transport, quarantine protocols, disease identification, disease control, diet preparation, feeding, exhibit maintenance, and aquarium maintenance.

Final Product or Outcome: At the end of the program, interns will be familiar with many of the aspects of caring for an aquarium's live animal and plant collection

#45 (1) Raleigh

Introduction and Preservation of Southeastern Mollusks Intern, NC Museum of Natural Sciences

Major(s): Biology, Invertebrate Biology, Wildlife Biology

Project Objective: The objective is to make a significant contribution in improving the expediency of the Museum's research collection of invertebrates, while providing the intern with a well-rounded experience in curation of natural resources of North Carolina. The intern will learn to key Molluscan genera of North Carolina and will be able to taxonomically sort them out of other benthic material. They will learn the Southeastern mussels and snails.

Major Tasks: Cataloguing invertebrate specimens (mussels and snails) beginning with the separation of specimens to genus, placement of the specimens in the proper fluid, placing correct labels and locality information into each lot, and computer cataloguing the specimens into an Access based database, and geolocating locality using GIS computer mapping.

Final Product or Outcome: The intern will gain experience in working in a unique research setting. He/She will learn museum specimen preparation and management techniques. He/She will taxonomically sort the North Carolina material and learn how to enter specimen and locality related data into a database.

#46 (1) Raleigh

Laboratory Data System and Analysis Intern, Air Quality

Major(s): Computer Science, Information Systems, Chemistry, Environmental Science, Environmental Engineering, Environmental Studies, Engineering, Mathematics, Statistics

Project Objective: Toxics Protection Branch Laboratory operates an urban air toxics monitoring network across North Carolina, conducts special studies and responds to emergencies involving toxic releases. Samples are routinely collected at 6 sites in NC cities and sent to the lab for analysis. At present there is no comprehensive system to track the entire process and manage data. The objective is to continue creating a data base system for the Toxics Protection Branch Laboratory. Several modules have been created previous summers by interns. Several more modules are needed for the system to be fully functioning.

Major Tasks: Study laboratory operations, create data tables, data transfer procedures and software, create standard queries and reports using JAVA, Visual Basic for Applications in MS Access, MS Excel etc., or other legally obtained software (true freeware) on a network drive. Write instructions and procedures. Ruggedness test software and procedures. Train staff on the use of the software. Make oral, PowerPoint presentations on progress and completed system segments.

Final Product or Outcome: A data system to track samples and analyses, to analyze results into meaningful presentation quality tables and graphs, and to track status. Commented source code should be transferred to laboratory staff. For the intern, experience creating a real world system and working with users (customers) to deliver a product.

#47 (1) Raleigh

Living Conservatory Assistant Curator, NC Museum of Natural Sciences

Major(s): Biology, Zoology, Horticulture, Botany, Education, Museum Studies, Environmental Education, Entomology, Parks and Recreation, Science Education, Natural Resources, Wildlife Resources, Natural Sciences, Conservation Biology, Adult Education, Conservation, Biological Sciences, Wildlife Biology, Environmental Science, Museum Science, Life Science, Invertebrate Biology, Ecology or related majors.

Project Objective: Enhance the knowledge and experience of an intern with the NC Museum of Natural Sciences as an institution, educational resource and research facility, using the Living Conservatory as a jumping off platform. The Conservatory, a re-creation of a Central American dry tropical forest, is the Museum's premier immersion exhibit where Museum visitors experience stepping into a live tropical forest surrounded by butterflies and other live plants and animals. Staff interacts with visitors answering all sorts of questions related to the tropics and their connections to NC.

Major Tasks: The intern will help run the Conservatory daily, presenting education and interpretation of the tropics. In addition to presenting the Conservatory, the intern will also learn to present educational cart programs to the visiting public. This person will also be responsible for the husbandry of some plants and animals within the exhibit and will work with volunteers and staff on other tasks as necessary and design / develop a special project.

Final Product or Outcome: The intern will gain knowledge and skills working with the public in a unique immersion setting. This person will complete a final project to be included in their portfolio, documenting their Museum experience and develop additional educational materials for use by staff & volunteers. The intern will become an integral part of the Conservatory staff especially pertaining to the communication of tropics related information to the general public

#48 (1) Raleigh

Mapping Rare Species using GIS and Biotics Conservation Database, Office of Conservation Planning and Community Affairs (OCPCA)

Major(s): Biological Sciences; Biology; Botany; Conservation Biology; Ecology; Environmental Science; Natural Resources; Zoology and related majors

Project Objective: Assist biologists at the N.C. Natural Heritage Program with updating records of rare, threatened, or endangered species in the Program's conservation database.

Major Tasks: Review and assess reports of rare species, map the location of rare species observations using a GIS-based application, and enter supporting data into a standardized database. This work may involve reading technical reports, including natural areas inventories and floristic surveys to identify data on rare species; performing searches of other biological databases to gather data; and evaluation of rare species information using N.C. Natural Heritage methodology.

Final Product or Outcome: The intern will help develop and maintain an accurate and up-to-date dataset on the location and status of North Carolina's rare species. The N.C. Natural Heritage Program's data is provided to landowners, conservation organizations, and private citizens and is routinely distributed to consulting firms and local, state, and federal agencies. It is used in conservation planning and facilitates the design and implementation of ecologically sound development, infrastructure, and conservation projects.

#49 (1) Connelly Springs

Natural Resources Inventory and Monitoring Intern, Parks and Recreation, South Mountains State Park

Major(s): Biology, Natural Resources Management, Environmental Science, Wildlife Biology or other Natural Science related major

Project Objective: Identify and inventory flora and fauna found within South Mountains State Park and where each species is located. Monitor known populations of various species such as bats, black bears, migratory songbirds, fish species and various flora.

Major Tasks: Investigate current databases and research papers to identify floral and faunal elements occurring in South Mountains State Park. Identify, inventory, and record flora and fauna through field notes including GPS locations and digital photography. Assist with ongoing monitoring of certain species found within the park.

Final Product or Outcome: Expand the park's list of known flora and fauna on the Division of Parks & Rec. Natural Resource Inventory Database (NRID). Increase the knowledge of the park's flora and fauna to allow park managers to make the best possible management decisions to protect native resources.

#50 (1) Connelly Springs

Natural Resources Management Educator, Parks and Recreation, South Mountain State Park

Major(s): Biology, Natural Resources Management, Environmental Science, Wildlife Biology or other Natural Science related major.

Project Objective: Provide the general public and organized groups with environmental education programs. Educate park visitors and make them more aware of ongoing natural resource management practices in the park.

Major Tasks: Develop, and conduct educational programs. Plan and advertise programs. These programs will focus on but not limited to natural resources and natural resource practices of the park.

Final Product or Outcome: Increase knowledge and awareness of the park's natural resource management and environmental education programs.

#51 (1) Raleigh

Ornithology Research and Collections Intern, NC Museum of Natural Sciences

Major(s): Biology, Botany, Ecology, Environmental Studies, Environmental Science, Natural Resource Management, Natural Sciences, Wildlife/Wildlife Biology-Management-Studies, Zoology; Museum Studies.

Project Objective: Provide the intern with an array of experiences related to the study of birds, both in Museum and field settings. Many researchers use specimens and our Museum provides those, as needed. The intern will "learn by doing", aspects of building and caring for a major research collection; and conducting field work on live birds. We are conducting field studies of two bird species to learn more about their life cycles.

Major Tasks: Assist with all of the following: Museum: prepare specimens and record pertinent data into catalogs. Field: capture/mark birds. Use radio telemetry equipment to locate individuals in the forest. Locate and monitor bird nest activities. Use GPS unit to record locations of birds as found. Collect vegetation measurement data. Enter data into spreadsheet or database.

Final Product or Outcome: The intern will come to understand the value, and uses, of a major research collection. S/he will also gain experience in standard techniques to study birds, dead or alive. Data collected using radio telemetry is part of an ongoing research project that will ultimately be published, and used to inform land management decisions. Data from Bald Head/Bear islands are part of an ongoing Citizen Science project.

#52 (1) Manteo

Propagating and Maintaining NC Native Plants for Educational Display, Aquariums on Roanoke Island

Major(s): Horticulture, Botany, Biology, Ecology, Environmental Science, Landscape Design

Project Objective: Coastal native plants of North Carolina are selected, propagated and grown for use in the Aquarium's conservatory and other exhibits, for

demonstration landscaping, and for the annual native plant sale.

Major Tasks: Develop and carry out a propagation project to increase Aquarium's stock of selected native plant species, Propagate plants by various methods, e.g. seeding, stem cuttings, layering & division, Assist with maintenance of container nursery, including watering, pruning, pest management, transplanting, and Assist with installation of plants in aquarium exhibits and landscaping.

Final Product or Outcome: The Aquarium's horticulture program will be better able to meet goals and objectives, including increased diversity of the native plant collection, with the assistance provided by a seasonal intern.

#53 (1) Manteo

Special Activities Instructor Intern, Aquariums on Roanoke Island

Major(s): Biology, Marine Science, Marine Biology, Conservation Biology, Education, Environmental Science, Environmental Education, Environmental Studies, Natural Resources, Natural Science, Parks & Recreation, Wildlife, Zoology.

Project Objective: The Special Activities Intern will educate the public through an array of fun activities in an effort to "inspire appreciation and conservation of North Carolina's aquatic environments." This project will immerse an intern in environmental education experiences, both on site and in the field, with groups of all ages.

Major Tasks: The Special Activities Intern at the NC Aquarium on Roanoke Island will be involved in preparations and instruction of indoor and outdoor activities, such as: children's summer camps, fishing programs, kayak eco-tours, behind-the-scenes tours, animal/feeding programs, birthday parties, overnights, beach ecology trips, and salt marsh excursions. Daily requirements include leading programs, assisting with camps, handling live animals, assembling education materials, and driving a fifteen-passenger van. The intern may also assist with other daily programs inside the public areas of the Aquarium, such as animal encounters, dive programs, games, and information stations. Programs run heavily during weekdays, and occasionally on evenings and weekends.

Final Product or Outcome: The intern will gain teaching experience, practical work experience, and exposure to associated skill sets in a non-traditional marine science setting with both families and summer campers. Visitors who participate in Special Activity programs will benefit from additional staff who can provide a more personal and safe program experience.

#54 (1) Wilmington

Species of Concern Monitoring and Outreach

Assistant, Coastal Management

Major(s): Marine Biology, Environmental Studies, Environmental Education, Conservation Biology, Natural Resources Management, Parks and Recreation Management

Project Objective: To provide the intern with field experience, particularly related to management of species of concern on protected publicly owned lands. To locate, record, protect and monitor sea turtle nests and ground nesting shorebird nests, as well as document success of reproduction and impacts of predators on select portions of the Masonboro Island National Estuarine Research Reserve. To assist in other biological monitoring activities such as diamondback terrapin population surveys, surveying of invasive species populations, and vegetation cataloging activities. To support education and outreach activities for visitors regarding stewardship of coastal resources, protection of species of concern and monitoring programs at this site. The intern will learn to record and maintain GIS records related to field activities.

Major Tasks: The intern will conduct regular patrols of specific lengths of the island to identify sea turtle and shorebird nesting activity; protection of nests and nesting areas will be accomplished using protective structures, signage, and posting of closure areas. The intern will also record shorebird nesting success data and turtle nest hatch data for submission to NC Wildlife Resources Commission databases. The intern will assist with educational programs for visitors to provide information about natural history of species of concern and monitoring programs at NCNERR.

Final Product or Outcome: Reproductive success data submitted to appropriate agencies. Outreach program materials and display maps created. Development of knowledge and skills related to biological monitoring activities.

#55 (1) Beaufort

Stewardship and Research Intern, Coastal Management

Major(s): Environmental Science, Biology, Natural Resources, Marine Biology, Ecology, and other related environmental majors

Project Objective: Assist the Reserve Research Coordinator and Rachel Carson Reserve Site Manager in research, natural resource monitoring, and stewardship activities.

Major Tasks: Marsh Ecology Sampling, assisting with feral horse monitoring, site patrols, marine debris monitoring and removal, trail maintenance, water quality equipment maintenance and deployment, and monitoring of protected species.

Final Product or Outcome: Reserve's 2014 marsh ecology monitoring will be completed. The trails on the Rachel Carson Reserve will be maintained during the summer growing season. The intern will likely be able to identify and/or focus their academic and/or professional

goals based on exposure to a diverse array of hands-on experiences.

#56 (1) Kure Beach

Summer Program Educator, Aquariums, Aquarium at Fort Fisher

Major(s): Natural Sciences, Biology, Biological Sciences, Zoology, Marine Biology, Environmental Science, Education, Environmental Education, Parks and Recreation, Conservation, Conservation Biology, Elementary Education, Environmental Studies, Life Science, Marine Sciences, Marine Ecology, Oceanography, Recreation, Recreation Management, Science Education, Secondary Education, Wildlife Biology, Wildlife Management, Wildlife Science, Wildlife

Project Objective: This position provides an opportunity to inspire an appreciation for, and conservation of, North Carolina's aquatic environments through interactive public programs. The intern implements informal education programs, providing accurate and current information, and completes a project to contribute to the aquarium's education mission. The aquarium offers a fun and exciting work environment. The successful intern will be energetic, enthusiastic and passionate about the stewardship of North Carolina's natural resources. Environmental education in an aquarium setting can be an exciting career option for science and/or education majors.

Major Tasks: Contribute to educational programs, including free and fee-based programs on and off-site, Assist with and lead summer camp programs, behind the scenes tours, outdoor programming, and off-site outreach programming, Handle live animals such as marine invertebrates, reptiles and amphibians, Provide educational on-the-floor expertise while interacting with aquarium visitors, and Gain knowledge of and experience in all aspects of aquarium operations.

Final Product or Outcome: Aquarium visitors and off-site audiences who are well informed about North Carolina's natural resources and satisfied with their visit and/or program. One or more of the following: content and activity to be used in conjunction with an outreach or summer camp program, content and activity to be used in conjunction with an on-site program or interpretative cart; informational piece for public consumption, or other conservation education related projects.

#57 (1) Raleigh

Summer Programs Intern, NC Museum of Natural Sciences

Major(s): Education, Biology, Zoology, Botany, Natural Sciences, Environmental Education

Project Objective: To enhance the knowledge and experience of an intern with the NC Museum of Natural Sciences as an institution, research facility, and educational resource through summer programs. The Museum's summer programs are fun, informal opportunities for learning through hands-on activities, fieldtrips, games, and crafts. The intern will assist prekindergarten through eighth-grade students as they

learn about a wide variety of topics (space, aquatic environments, dinosaurs, etc.) while using live animals, natural history objects, and props. Interns will also interact with parents and staff to ensure clear communication of daily activities and learning objectives. One fourth of the intern's time is devoted to understanding museums including time spent with exhibits, research, outreach and other education areas.

Major Tasks: Ensure smooth transitions during drop-off/pick-up for summer programs; interact and communicate with children, parents, Museum staff, and researchers in a professional manner; photo document daily (and potential overnight) activities for parents, design, develop, and implement fun learning activities, fieldtrips, and games for a variety of programs themes.

Final Product or Outcome: Experience managing/leading groups of children from diverse backgrounds while teaching about numerous natural history topics. Creation of a photographic and written portfolio of educational activities/games. A positive experience for all campers as they learn experientially with real animals, objects and specimens.

#58 (1) Raleigh

Using Video to Market an Environmental

Recognition Program, Environmental Assistance and Customer Service, Environmental Assistance Center

Major(s): Marketing, Film Studies, Cinematography, Graphic Design, Design, Communications, Marketing, Advertising, Public Relations, Public Administration, Business, Business Administration, Environmental Engineering, Education, Science Education, Natural Sciences, Humanities, or any other major if student also has experience with video editing using Adobe Creative Suite.

Project Objective: To utilize social media and video to market the Environmental Stewardship Initiative (www.ncesi.org) and educate potential members, lawmakers, and the public about the program and about savings from environmental projects by its members. To promote the adoption of environmental excellence as a way to save money and stay competitive to NC businesses.

Major Tasks: Edit video footage into 15 second to 2 minute videos using Adobe Creative Suite. Videos will be about environmental projects at ESI member facilities. Shoot supporting footage as needed. We will not provide instruction on video editing. Student must have a basic knowledge of Adobe Creative Suite and video editing for this project.

Final Product or Outcome: 6-10 videos (15 seconds to 2 minutes).

#59 (1) Raleigh

Visual World Investigate Lab Intern, NC Museum of Natural Sciences

Major(s): Computer Science, Science Education, Graphic Design, Museum Studies, Biology, Chemistry, Earth Sciences, Ecology, Mathematics

Project Objective: Research and develop an educational multimedia presentation on a scientific topic and serve as a Captain for the Visual World Investigate Lab, a hands-on interactive lab for investigating science through cutting-edge technology. The multimedia presentation will consist of an informative interactive or non-interactive computer program that will be displayed on one of the lab's fifteen computer stations. The particular scientific topic and type of computer program will be determined by the intern's interests and expertise. Additionally, the intern will fulfill daily lab duties as a Lab Captain, developing teaching and public speaking skills through public interaction and technology experience through the management of computer software and hardware.

Major Tasks: 1. Research, develop, and present an educational multimedia project for display in the Visual World Investigate Lab, 2. Serve daily to engage visitors and orient them with the programs offered in the lab, and 3. Understand the equipment used in the lab and develop the ability to troubleshoot software and hardware issues.

Final Product or Outcome: An educational interactive or non-interactive multimedia presentation on a scientific topic to be permanently displayed in the lab.

#60 (1) Corolla

Wildlife and Sea Turtle Educator, Wildlife Education/Inland Fisheries, Outer Banks Center for Wildlife Education

Major(s): Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Zoology, Natural Science, Natural Resource Mgt, Parks and Recreation, Conservation Biology, Environmental Education, Environmental Science, Marine Biology

Project Objective: This position will work closely with OBCWE and NEST volunteers to assist in the implementation of educational programs based at the Center and on the beach. Programs are designed to facilitate the conservation of the state's wildlife and interrelated natural resources and the environment humans share with them. Programs focus on hunting and fishing heritage, wildlife diversity, and citizen science initiatives including monitoring sea turtles, marine mammal strandings, and/or herp and bird surveys.

Major Tasks: Education Duties: Creating education materials; deliver public programs with other OBCWE educators (Fishing, Kayaking, Archery, etc.); educational interpretation during field work; maintaining updates to the Sea Turtle exhibit and blog. Field Duties: Responding to sea turtle nests; responding to strandings; assisting in necropsy education programs of stranded turtles. Administrative Duties: Recording stranding and nesting data; recording and reporting volunteer hours; communicating with volunteer networks and regional partners; organizing photos and samples from stranding events.

Final Product or Outcome: Increase number of education and conservation experiences that can be

offered free to the public. Intern will gain experience in a non-formal setting teaching children and adults hands-on programs, gain knowledge and experience in wildlife education and conservation, and gain experience in public speaking.

#61 (1) Pisgah Forest

Wildlife Educator- Pisgah Center for Wildlife Education, Wildlife Education/Inland Fisheries, Pisgah Center for Wildlife Education

Major(s): Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Early Childhood, Education, Zoology, Natural Science, Natural Resource Mgt., Parks and Recreation, Conservation Biology, Environmental Education, Secondary Education, Elementary Education, Environmental Sciences

Project Objective: The primary purpose of Wildlife Education is to administer and coordinate educational programs designed to facilitate the conservation of the state's wildlife and other interrelated natural resources and the environment humans share with these resources. The intern will teach existing programs to the Pisgah Center for Wildlife Education's program participants and interpret the exhibits to the center visitors.

Major Tasks: Teaching wildlife education programs to children (preK-high school) including fishing programs and visitor enhancements thru exhibit interpretation.

Final Product or Outcome: Increase number of education programs that can be offered free to the public. Intern will gain real world experience in a non-formal setting teaching children and adults hands-on programs, intern will gain knowledge in wildlife education, intern will gain experience in public speaking, intern will become valued member of PCWE team. Intern will understand the importance of the North Carolina Wildlife Resources Commission's mission which is "to conserve North Carolina's wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters, and other outdoor enthusiasts to enjoy wildlife-associated recreation."

#62 (1) Raleigh

Youth Programs Intern, NC Museum of Natural Sciences

Major(s): Education, Science Education, Environmental Science, Zoology, Wildlife Sciences, Biology, Natural Resources. Junior or above preferred.

Project Objective: The Youth Programs Intern's main objective will be serving on the leadership team for our residential summer camps targeting middle school girls and boys who are interested in science. The intern will take an active role in organizing, preparing for, and running these camps (a total of three camps). As time allows, the intern will assist with other Museum programs, including the teen TV program, Junior Volunteer program, Junior Curator program, and Museum-based summer camps. The intern will also have opportunities to explore areas of personal interest within

the Museum, learn about natural sciences, and become trained in the handling of live animals.

Major Tasks: Participate as a co-leader for the residential summer camp programs, including activity development, planning, and implementation of camp. Help prepare participant information materials, activity planning, and scheduling of activities. Assist with youth programming and leading Museum-based summer camp programs as needed.

Final Product or Outcome: Intern will assist with activity development and organize instructor information and materials. Intern will gain leadership and youth program coordination skills by participating in leadership team of three week-long camp experiences. Intern will learn general North Carolina natural science information, gain programming experience, and work with a variety of age groups. Other duties as assigned.

GENERAL ASSEMBLY

#63 (1) Raleigh

Legislative Internship with the North Carolina House of Representatives, House of Representatives

Major(s): Political Science, Communications, Public Relations, Public Policy, History, International Policy, International Studies, Global Studies.

Project Objective: Assist in maintaining the assigned member's legislative office in a manner that provides guidance and resourceful information to constituents from within the member's respective district.

Major Tasks: Assist legislative staff, interacts with constituents, track legislation for future outreach, assist with social media, provide administrative support, and serve as a liaison between the respective member and various offices.

Final Product or Outcome: The intern would leave with knowledge of how state government operates as a result of a first-hand and interactive experience gained throughout the duration of the internship. They will acquire a working knowledge of state government, the legislative process and constituent relations.

#64 (1) Raleigh

Legislative Research Assistant, NC Senate

Major(s): Law, Public Administration; Political Science; Public Policy; English; Communications

Project Objective: The main objective of the internship assignment will include researching proposed or pending public policy issues, assisting with constituent Services, attending Senate member's committee meetings Tuesdays through Thursday as well as daily Senate session. Additionally, the intern will assist staff in representing the Senate office to the public. Other duties will be required as requested by assigned Senator and his/her staff.

Major Tasks: Overall tasks will focus on data/information research and compilation of legislative issues, resolving constituent concerns, liaison and public

communications, and a compilation of writings for Senate office.

Final Product or Outcome: Enhanced information learned about Legislative, State government and the committee processes, extensive training in communication skills through collaboration with state officials on constituent matters and gains the ability to interpret rules pertaining to Senate Legislative session. Additionally, writing skills are improved.

GOVERNOR, OFFICE OF

#65 (2) Raleigh

Constituent Services Intern, Office of Constituent Services

Major(s): English, Political Science, Government, Business, History, Customer Service

Project Objective: To understand the management and operations of state government, and particularly the Executive Branch

Major Tasks: Assisting with the daily operations of the Office of Constituent Services, including receiving constituent requests for assistance through mail, phone and email, and writing and proofing correspondence issued on behalf of the Governor. Also networking with liaisons in other agencies to assist constituents.

Final Product or Outcome: Intern will leave with a working knowledge of how the Executive Branch operates and resources available to citizens, as well as the ability to assist constituents within the realms of state government.

HEALTH AND HUMAN SERVICES

#66 (1) Morganton

Broughton Hospital Junior Mentor Program Intern, Division of State Operated Healthcare Facilities, Broughton Hospital

Major(s): Clinical Psychology, Psychology, Human Services, Social Services, Social Work, Sociology, Special Education

Project Objective: The Broughton Hospital Junior Mentor Program is specifically designed to meet four core objectives; to educate youth about mental illness, foster mental health advocacy, develop career interest in psychiatric healthcare, and provide a service-learning opportunity through volunteerism.

Major Tasks: Responsible for general management of youth participants and coordination of program. Research and prepare lesson plans, activities and events to teach students about mental illness, psychiatric care, advocacy organizations, and NC's mental healthcare system. Assist hospital department directors and staff in developing "department specific" mentoring activities that enhance each student's learning experience. Explore partnerships with community agencies and advocacy organizations to schedule guest speakers and events. Perform operational duties that

include reviewing and updating handbooks, program policies, surveys, assessments, and other program materials.

Final Product or Outcome: Upon completion of this program, students and interns alike will have acquired a greater knowledge and understanding about mental healthcare to become strong advocate leaders for mental health within their schools, colleges, universities and community.

#67 (1) Kinston

Diabetic Educator: Improving Treatment Outcomes of Diabetic Patients through Education and Pharmacy Interventions, Division of State Operated Healthcare Facilities, Caswell Developmental Center

Major(s): Pharmacy, Nursing, Medicine, Nutrition

Project Objective: To improve the outcomes of treatment for individuals with diabetes and to screen for those individuals who are at risk for developing diabetes.

Major Tasks: The intern will participate in the following:

a) Diabetes screening clinics for employees b) Educational programs and workshops concerning various topics on diabetes care c) Pharmacist conducted patient interviews for employees and clients who have been diagnosed with diabetes or are at risk for developing diabetes d) Review of patient charts with opportunities to make treatment recommendations to appropriate facility staff. e) Learn the standards of care in diabetes and clinical practice recommendations according to the American Diabetes Association

Final Product or Outcome: Confirm that through education and pharmacist interventions one can improve treatment outcomes for those individuals with diabetes and possibly delay/prevent the development of diabetes in those who are at risk for developing diabetes. Baseline and follow-up patient surveys will be evaluated along with patient's progress towards achieving the clinical goals set by the American Diabetes Association.

#68 (1) Raleigh

Eagle Auditor: Annual EAGLE Audit (Enhancing Accountability in Government through Leadership and Education), Office of the Secretary, Internal Auditor

Major(s): Accounting, Finance, Business Administration, Internal Auditing, Information Technology

Project Objective: The Enhancing Accountability in Government through Leadership and Education (EAGLE) Project is the internal controls program of the Office of the State Controller per House Bill 1551 (2007). The EAGLE Project is required to report on standards, policies and procedures implemented within NC State operations by documenting, testing and evaluating internal controls within each agency to ensure standards are being met; policies are being followed and procedures are being carried out per management and governmental regulation's intentions.

Major Tasks: As part of the EAGLE Project team, the intern will review internal control documentation, gain an understanding of and document control processes, prepare work papers, perform control tests, evaluate the

results of those tests, and assist in communicating the results to management.

Final Product or Outcome: The EAGLE Project will conclude with an overall assessment of the controls identified and tested with a letter to DHHS Internal Control Officer regarding the effectiveness of the controls that have been evaluated. Deficiencies or recommendations regarding the internal control processes reviewed will be sent via conferences and audit report(s) to the Internal Control Officer. The intern will be accountable for presenting their test results and findings to Office of Internal Audit's management team.

#69 (1) Raleigh

Press Assistant Intern, Office of the Secretary, Public Information and Public Relations

Major(s): Public Relations, Communications, Journalism, English

Project Objective: To assist the Press Assistant and Communications Director in managing and fulfilling media requests for one of the state's largest government agencies.

Major Tasks: Assist a team of 18,000 DHHS employees that touch the lives of virtually every North Carolinian from birth to old age. Working in a fast-paced communications office, the press assistant intern will get hands-on experience helping to draft press releases, media advisories, talking points and fact sheets; answering media calls; fulfilling public records requests; collaborating with department subject matter experts statewide to research and fulfill media requests; assisting with interviews; monitoring local and national media and sending out "News Alerts" to DHHS leadership.

Final Product or Outcome: The Press Assistant Intern will get hands-on experience in a fast paced environment that encompasses many aspects of health care and the state government process. Intern will further their communication skills, both verbal and written, for dealing with the public and media, and will obtain a thorough understanding of all NC media outlets.

#70 (1) Raleigh

Reporting System Design Intern, Budget and Analysis

Major(s): Computer Engineering, Computer Science, Computer Programming, Graphic Design, Design, Information Technology, Multimedia Design, Web Applications Development, WEB/Graphic Design

Project Objective: To establish a system of reporting for the Department's Web-Based Performance Management System

Major Tasks: Utilizing information gathered from usability studies, establish a system of reporting that will create both standardized and customized reports across the system for end users. Cognos-10 will be used for the reporting system so it is preferred that the intern have experience with this product or similar products. The intern must also have experience with relational databases. The intern will be expected to work closely with the project team including research analysts,

system programmers, and end users across the department to design and implement reporting solutions.

Final Product or Outcome: A fully functional and accessible reporting system that provides end users with data and information they need to complete work assignments.

#71 (1) Butner

Volunteer Program Coordinator, Division of State Operated Healthcare Facilities, Central Regional Hospital

Major(s): Education, Human Services, Journalism, Psychology, Public Relations, Recreation, Social Work, Sociology, Special Education

Project Objective: To engage volunteer youth (ages 14-17) with an interactive mental health educational mini-camp experience at Central Regional Hospital – an acute psychiatric facility serving children, adolescents and adults. Specific objectives include: educate the youth about mental illness, match youth with therapeutic groups/activities within the hospital, develop career interest in psychiatric healthcare and provide a service-learning opportunity through volunteerism.

Major Tasks: Intern is responsible for general management of a diverse group of youth, which includes planning and coordination of the program. Specific tasks include: preparing engaging educational activities to teach volunteers about mental illness; coordinating field trips, lectures, special events; and matching youth to volunteer opportunities within the hospital. Operational duties include: Review and updating program policies, surveys, assessment, documentation and other program materials.

Final Product or Outcome: Volunteers and intern will have a better understanding of mental illness and mental healthcare. The teens and intern will develop job skills and produce a media project reflective of their experiences. Intern will gain leadership and youth program coordination skills. The intern will produce a notebook, which will be used as a training tool/guide for future interns.

#72 (1) Morganton

Volunteer Program, Division of State Operated Healthcare Facilities, J. Iverson Riddle Developmental Center

Major(s): Communication, Sociology or other Human Service fields – Social Work, Psychology, Education or Special Education, Recreation, Non-Profit Management, Business

Project Objective: The Volunteer program matches youth-aged volunteers with staff and/or residents at J. Iverson Riddle Developmental Center - a residential facility for people with mental retardation and other types of developmental disabilities. The objective of this summer-volunteer project is to educate the youth about people with disabilities and to expose them to how the residents live their day-to-day lives. The program teaches the youth job skills, increases self confidence and promotes volunteerism within the community. The

intern would assist in the program by directly managing the program with the Volunteer Coordinator responsible for the Volunteer Program.

Major Tasks: The intern is responsible for the general management of a diverse group of 50-70 youth involved in the program. This involves monitoring the Volunteers' daily activities; being a mentor/role model for the youth; matching the youth to volunteer sites; coordinating weekly meetings, field trips, lectures and special events; developing bi-monthly newsletter for Volunteers and supervisors; evaluation of the program; managing the program's budget; and record-keeping (documenting volunteer hours, etc.). Another pertinent task is to document the program through video and/or photographs. The intern will be expected to create a scrapbook and video presentation that will be used for reflection and an educational tool, and previewed at an end-of-summer recognition.

Final Product or Outcome: The outcome of the "Volunteer" program is to provide career exploration, positive job skill development, awareness of developmental disabilities and to provide a safe and educational environment for the youth. The final product created by the intern will be a scrapbook and video reflecting different job sites and the experiences of the youth volunteers.

#73 (1) Raleigh

Web Design Intern, Budget and Analysis

Major(s): Computer Engineering, Computer Science, Computer Programming, Graphic Design, Design, Information Technology, Multimedia Design, Web Applications Development, WEB/Graphic Design

Project Objective: To improve the design of the Department's Web-Based Performance Management System.

Major Tasks: Utilizing information gathered from usability studies, create design solutions that will improve the aesthetics, function, and accessibility of the Division's Performance Management system for end users. The intern will be expected to work closely with the project team including research analysts, system programmers, and end users across the department to design and implement solutions.

Final Product or Outcome: Improved system will enable end users to more easily navigate the system in order to obtain information and perform various tasks.

#74 (1) Raleigh

WOW (World of Work) Youth Employment

Internship, Division of Services for the Blind, NC Rehabilitation Center for the Blind

Major(s): Counseling, Rehabilitation Counseling, Guidance and Counseling, Agency Counseling, Special Education, Psychology

Project Objective: Intern must be a graduate student enrolled in a Human Services major, such as Counseling, Rehab. Counseling, Psychology or Special Education. Interns participate in the development and implementation of the summer work experience program

(WOW) for students, who are blind and visually impaired. WOW students are from across the state, range in ages 16-19, reside on the Governor Morehead School campus and work in various jobs located in Raleigh. This work experience is often their first job, so they learn the soft skills needed to become a good employee. The program begins with three days of orientation that includes interviewing skills, appropriate behaviors on the job, strategies on how to resolve social and job related conflicts, and safe travel at the job site.

Major Tasks: The Intern will work with the WOW team in assessing the skills and abilities of students participating in the WOW program, develop job sites for work experiences, assist the students to learn the essential functions of the job, and monitor student progress on the jobsite.

Final Product or Outcome: The intern will assist students in development of their work experience portfolio, which is presented on the final day of the program to all students and staff of DSB summer programs.

INFORMATION AND TECHNOLOGY SERVICES

#75 (2) Raleigh

Information Technology Efficiency Study, Office of the State CIO

Major(s): Information Technology, Computer Science, Business Administration

Project Objective: To work with Deputy State Chief Information Officers to gather data, analyze data and develop strategy for North Carolina's information technology services to citizens. Students will examine new and emerging technologies, review current IT practices, and research other organizations best practices.

Major Tasks: Gather requirements, produce documentation, apply analysis, prepare presentations,

Final Product or Outcome: Recommendations for Information Technology Strategy at the Enterprise (statewide) level to implement efficient and cost effective technologies to citizens.

INSURANCE

#76 (1) Raleigh

Operation Medicine Drop, Office of State Fire Marshal, Safe Kids NC

Major(s): Psychology; Sociology; Business Administration; Marketing; Public Information; Communications; Criminal Justice; Public Health

Project Objective: To coordinate permanent drop box locations on a statewide basis in conjunction with Operation Medicine Drop Program and enhance the semiannual take back events.

Major Tasks: Sheriffs offices and state and local law enforcement agencies to publish permanent drop boxes for medications. To work with Safe Kids staff to

coordinate Fall Operation Medicine Drop campaign. Assist with campaign material review and logistics from Spring and Fall campaign.

Final Product or Outcome: Provide a link on SKNC website with all current drop box locations, and develop a formal process to register sites on an ongoing basis.

JUDICIAL

#77 (3) Raleigh

Law Clerk for Supreme Court Justice, Supreme Court

Major(s): Law

Project Objective: Assist in research and writing of memoranda for Justices of the Supreme Court for resolving and deciding cases pending before the Supreme Court

Major Tasks: Read and comprehend appellate briefs, petitions, and records on appeal. Research appropriate legal arguments and issues. Discuss cases with the Justice and research assistants. Assist in the preparation of opinions of cases already argued. Prepare bench briefs for cases scheduled for argument. Complete special projects as requested by the Justice. Write memos on legal issues as specified by the Justice or research assistants.

Final Product or Outcome: Drafts of opinions, preparation of bench briefs, and completed memos.

#78 (3) Raleigh

Summer Intern for Court of Appeals, Appellate

Major(s): Law

Project Objective: Assist in research and writing of memoranda for judges of the North Carolina Court of Appeals for use in resolving and deciding cases before the Court.

Major Tasks: Read and digest record on appeal and appellate briefs. Research appropriate legal arguments and issues. Discuss cases with Judges and research assistants. Assist in preparation of draft opinions and bench briefs. Check legal citations in draft opinions.

Final Product or Outcome: Draft opinions, bench briefs, and other legal memoranda

JUSTICE

#79 (1) Salemburg

Cost Analysis for Basic Law Enforcement Training (BLET) Program, Training and Standards, NC Justice Academy

Major(s): Economics, Criminal Justice, Political Science, Accounting, Business Administration

Project Objective: To provide a detailed assessment and cost analysis of the development distribution of the Basic Law Enforcement Training (BLET) program.

Major Tasks: Research, gathering and analyzing data, communications skills both written and oral.

Final Product or Outcome: Comprehensive written report and presentation to senior management.

LIEUTENANT GOVERNOR, OFFICE OF

#80 (1) Raleigh

Internship – Office of the Lieutenant Governor

Major(s): Communications, English, History, Political Science, Pre-Law, Public Policy

Project Objective: Interns will assist with a variety of tasks within the Office of the Lieutenant Governor, including policy research, briefs, reports, constituent services, communications, administrative duties and event staffing. By participating in integral office duties, interns will gain a further understanding of state government and the responsibilities of the Lieutenant Governor.

Major Tasks: Daily tasks include compiling news briefs from the state's major news sources, updating county information prior to the Lt. Governor's trips to various communities, and engaging in various research-based tasks pertaining to current issues and events. Interns will also assist with constituent work in order to build relationships with other state agencies.

Final Product or Outcome: Interns will gain a first-hand perspective toward state government operations. They will witness how the Lieutenant Governor plays a role within the executive and legislative branches of government. Interns will have a greater understanding of statewide issues that affect North Carolina. Additionally, they will experience a genuine feeling of civic participation within state government.

LABOR

#81 (1) Raleigh

Government Affairs Intern, Administration, Commissioner's Office

Major(s): Government, Political Science, Public Administration, Public Policy, Pre-Law

Project Objective: To provide a motivated student who is interested in state government and the legislative process the opportunity to gain hands-on experience working in the executive office of a Council of State agency. The intern will work directly with the Commissioner's Governmental Affairs team as well as other members of the Commissioner's staff and will be able to spend a significant portion of their internship monitoring legislative activity and tracking legislation of importance to the department.

Major Tasks: The intern will be responsible for maintaining a tracking system of all bills relevant to the department; reviewing daily House and Senate Calendars, attending and taking notes during legislative committee meetings and House and Senate sessions, and conducting research on legislative and policy issues. The intern will also assist with the production of briefing and logistical material for the Commissioner's statewide travel and research and respond to a variety of constituent inquiries. Some additional responsibilities will be tailored toward the specific interests of the student in order to maximize the internship experience.

Final Product or Outcome: The student will exit this internship with a significant awareness of state government, the legislative process and the day-to-day functions of a state agency at the highest level. The intern will have first-hand knowledge of the lawmaking and budgetary process and will also leave with a portfolio of research and writing samples.

STATE HUMAN RESOURCES, OFFICE OF

#82 (1) Raleigh

Creating OSHR Brand and Social Media Savvy,
Deputy Director's Office

Major(s): Marketing, Communications, Public Relations, Graphics Design

Project Objective: The intern will be design focused and support the Office of State Human Resources in development of collaterals, marketing materials, infographics, and digital media strategies. This individual will have experience in graphic and user experience design.

Major Tasks: The intern will work with the Office of State Human Resources' Communication Team to develop marketing materials and collaterals; design trade shows banners and story boards, review design elements of the website and identify key messages for the development of a communication plan for several key HR projects that will be deployed for the overall HR system for NC State Government. The intern will enhance our social media presence utilizing all current social media platforms. The intern will also work closely with web developer and key business owners including collaboration with others responsible for the State of NC's digital strategies.

Final Product or Outcome: Graphic designs to enhance the Office of State Human Resources marketing materials and collaterals and a ppt templates that can be utilized as the Office of State Human Resources in presenting consistent forward thinking presentations and communications to our stakeholders. These products will be utilized broadly at job fairs, benefit conferences, on website, and digital training.

#83 (1) Raleigh

Legal Intern, Director's Office

Major(s): Law

Project Objective: To provide legal research, writing, and analytical training to a law student in the State government milieu, especially in the context of public employment law.

Major Tasks: Analysis of legal issues facing government lawyers, especially in the area of public employment, including legal research and drafting of legal memoranda.

Final Product or Outcome: Preparation of multiple memoranda which can be used as writing samples for future employers.

PUBLIC SAFETY

#84 (1) Marion

Correctional Case Manager, Adult Correction and Juvenile Justice, Marion Correctional Institution

Major(s): Criminal Justice, Psychology, Political Science, Public Policy, Public Administration, Pre Law, Social Work

Project Objective: To provide the intern an opportunity for hands on training in an adult male correctional facility within the NCDPS. Interns will become familiar with the duties and functions performed by Case Managers and will be exposed to the overall operations of an NCDPS facility.

Major Tasks: Interns will be trained in all phases dealing with Case Management and, once proficiency is demonstrated, be assigned a small caseload of inmates. They will assist in the following areas while under the guidance of their assigned supervisor: Case Management, Inmate Classification/Housing, co-facilitate a Major Dynamic Program, will attend various meetings/functions inside and outside of the prison, have the opportunity to visit other prison locations, assist in monitoring Visitation and with checking on inmates participating in Community Based Programs.

Final Product or Outcome: Interns will gain knowledge and insight into prison functions along with experience and skills which will aid them in a career in Corrections, Law Enforcement, Psychology, Counseling, etc.

#85 (1) Taylorsville

Correctional Case Manager Intern, Adult Correction and Juvenile Justice, Alexander Correctional Institution

Major(s): Criminal Justice, Human Services, Political Science

Project Objective: To prepare the student intern who is majoring in Criminal Justice, Political Science or a Human Services field an opportunity for hands on training working with male incarcerated individuals as a Correctional Case Manager and to learn all aspects of the Program Section within a Division of Adult Correction and Juvenile Justice facility setting.

Major Tasks: The student intern will assist with the following under the guidance of a Supervisor: Case Management, Inmate Job/Program Placement, Inmate Classification/Housing, Co-Facilitate a Self-Help Program (Cognitive Behavior), the Management of a Major Dynamic Program such as Recreation, Incentive Wage, Academic or Community Volunteer and accompany Custody Staff on a daily round.

Final Product or Outcome: The intern will gain considerable knowledge of inmate custody and rehabilitation which will provide an insight into the work skills needed to succeed in the major course of study as they prepare for their career path.

#86 (3) Raleigh

Engineering and Energy Interns, Administration, Central Engineering

Major(s): Electrical Engineering, Mechanical Engineering, Industrial Engineering, Accounting, Architecture, Engineering, Energy

Project Objective: The interns will work with Central Engineering's Energy Manager to complete the documentation of utilities at Adult Correction Units, Juvenile Justice and Crime Control locations throughout the State of North Carolina. An intern will be responsible for conducting field investigation of utility meters. In addition, an intern will assist in preparing reports from the utility billing database to document trends for utility usage and updating database information. Another intern will be working with the CAD dept. in finalizing the information obtained in the field.

Major Tasks: An intern will be conducting site visits throughout the State of North Carolina documenting the location of utilities and utility meters and communicating the information in written format to Central Engineering's CAD Dept. for inclusion into record documents for each unit. An intern will be finalizing the CAD drawings from the information obtained through the field investigations. An intern will be preparing trend reports from the utility database and updating facility utility account information in the database.

Final Product or Outcome: The interns will play a vital role in documenting the utility locations at each unit for future use by Central Engineering. They will also prepare reports documenting the utility usage trends at each facility to assist visually where energy savings projects should be concentrated and verifying the accuracy of facility utility information.

#87 (1) Raleigh

Enterprise Resource Planning Research, Adult Corrections and Juvenile Justice, Correction Enterprises

Major(s): Business, Business Administration, Information Technology, Information Systems or Computer Science;

Project Objective: Analyze present ERP system and make recommendation for improvement/replacement.

Major Tasks: Visit manufacturing plant, study current system capabilities, determine plant needs and make recommendation for improving/replacing system.

Final Product or Outcome: Presentation to upper management with recommendation of software program to better handle industry needs.

#88 (3) Raleigh

Enterprise Resource Planning System Implementation Project, Administration

Major(s): Computer Science, Business Administration, Public Administration, Information Technology, Criminal Justice

Project Objective: The North Carolina General Assembly authorized NCDPS to implement an enterprise Resource Planning (ERP) system to support the daily operations of the state's public safety and homeland

security agency. The implementation is subject to the approval of the State Chief Information Officer and will be consistent with a statewide ERP initiative. The project scope includes the implementation of SAP financials, fleet management, grants management, materials management and facilities management. The project will also provide the leadership team both executive and operational reporting capabilities. Intern will be assigned to the project management office during the 10 week internship period and will support the project manager and team leads in a number of different areas including: project management administration, organizational change management, project communications, system design (schedule dependent), system testing (scheduled dependent), and project documentation.

Major Tasks: Project schedule administration, project reporting for oversight committees, organizational change management and communication support, system design support (schedule dependent), and system testing support (schedule dependent).

Final Product or Outcome: Internship offers an excellent opportunity for the student to be involved in a real-world, highly complex information technology implementation project that will have a significant impact on the future of the state's core business systems.

#89 (1) Raleigh

Global Navigation Satellite System (GNSS) VRS Post-Processing Analyst, Division of Emergency Management

Major(s): Geomatics, Engineering, Geographic Information System (GIS), Land Information System (LIS), Land Surveying, Mapping, Photogrammetry

Project Objective: The intern would work with the Chief of the NC Geodetic Survey (NCGS) and the National Geodetic Survey NC Advisor to establish a test course near the NCGS office. Once established, collect and evaluate positional information (latitude, longitude, and elevation) utilizing the post-processing Virtual Reference Station (VRS) application, which is a component of the NCGS Real Time Network. The project objective is to test the accuracy and precision of the VRS post-processing app under different environmental and satellite geometry conditions. The results of this project would be used to develop a best practices manual for the app's users.

Major Tasks: Establish a GPS test course [i.e. install monuments, collect positional information of each monument with a Global Navigation Satellite System (GNSS) receiver, and then process the data utilizing the Online Positioning User Service (OPUS). Collect positional information of each monument with a receiver under different environmental conditions and satellite geometry. Record metadata when collecting positional information. Process the data. Compare the baseline coordinates with the coordinates collected under different conditions. Develop a best practices manual.

Final Product or Outcome: The intern would produce the following documents, which would be posted on the NCGS website: A final report and Best Practices Manual.

#90 (1) Raleigh

Judge Advocate General [JAG] Intern, Public Safety

Major(s): Law and pre-law students are preferred but all majors will be considered.

Project Objective: To assist the Staff Judge Advocate in providing legal services to the Adjutant General of the North Carolina National Guard and his Joint Force Command Staff as well as to Soldiers, Airmen, and their families.

Major Tasks: Intern will research issues such as administrative law, contracts and fiscal law, criminal law, civilian personnel law, ethics, decedents' estates, wills, and general legal assistance matters. In addition, intern will also participate in Staff and client meetings as well as provide assistance to Judge Advocates with briefings and development of legal opinions and advice.

Final Product or Outcome: To provide legal services to all facets of the NC National Guard in an effective and efficient manner.

#91 (1) Raleigh

Law Intern, Office of the General Counsel

Major(s): Law

Project Objective: To assist the Office of General Counsel in providing legal services to the North Carolina Department of Public Safety.

Major Tasks: Intern will research issues such as administrative law, contracts and fiscal law, criminal law, juvenile justice, corrections, personnel, and law enforcement issues.

Final Product or Outcome: To provide legal services and research to all Divisions in the Department of Public Safety.

#92 (1) Raleigh

Web Application Developer Geomatics Toolkit,
Emergency Management

Major(s): Computer Programming, Web Application Development, Geographic Information System (GIS)

Project Objective: To develop user-friendly geomatic (i.e. the science of collecting, analyzing, and interpreting geographically-referenced information) web applications for land surveyors, engineers, GIS and remote sensing specialists, realtors, local and state government agency personnel, and the public. Our prioritized web app would be an Electronic Distance Measurement (EDM) calibration base line (CBL) app similar to the app by the Missouri Department of Natural Resources (<http://www.dnr.mo.gov/moedmbaseline/>). The proposed app would allow a user to input his/her EDM data collected at an NCGS EDM CBL (<http://portal.ncdenr.org/web/lr/geodetic/maps/edm>) and then the app would compare those results with the published distances for that CBL, which were determined with instruments traceable to the National

Institute of Standards and Technology (NIST) national standard of unit length, in order to check the EDM instrument's accuracy. Please note that the NCGS will launch a new website during the fall of 2013 and place automatic directing links on the old website (<http://portal.ncdenr.org/web/lr/geodetic-survey>).

Major Tasks: Develop user-friendly web apps that can perform geomatic functions utilizing user inputted geospatial information.

Final Product or Outcome: A user-friendly geomatics toolkit, which would be posted on the agency's website, that can perform various geomatic functions utilizing user inputted geospatial information.

TRANSPORTATION

#93 (1) Raleigh

Lean Six Sigma Process, Improvement, Division of Motor Vehicles (DMV)

Major(s): Industrial Engineering, Statistics, or Business Administration. Lean Six Sigma Green or Black Belt training or certification preferred.

Project Objective: Help improve DMV core business processes by using Lean Six Sigma concepts, including data collection plans, team dynamics, root cause analysis, and control charts to improve process flows and reduce complexity, waste, variability and defects.

Major Tasks: Lead and/or assist Lean Six Sigma projects, applying the DMAIC model (Define, Measure, Analyze, Improve, Control) to achieve significant cost reductions and customer satisfaction.

Final Product or Outcome: Identify bottlenecks, redundancies, waste and root causes in current DMV operations and provide recommendations to streamline processes, improve customer satisfaction, and reduce costs.

#94 (1) Raleigh

NCDOT Media/Public Relations Intern,
Communications Office

Major(s): Journalism, Communications, Public Relations/Media Relations, Political Science, English

Project Objective: This project will give the intern a better understanding of how the N.C. Department of Transportation, state government and the media operate, as well as the daily responsibilities of communications professionals in the public sector. The intern will assist Communications Office staff with internal and external communications efforts to keep the media, public and department employees informed about NCDOT's projects and initiatives.

Major Tasks: Draft news releases, speeches, feature articles, blog posts, scripts for the department's weekly video news update "NCDOT Now" and other written materials. Pitch story ideas to media outlets to attain coverage. Utilize social media tools such as Twitter, Facebook, YouTube and Flickr to inform the public. Help plan and attend events and meetings on behalf of the

office as needed. Assist with research and compiling daily news clips.

Final Product or Outcome: The intern will have numerous writing samples to include in a portfolio, demonstrated experience meeting deadlines in a high-profile state government communications office, and a working knowledge of how to use video and social media to promote critical messages. Visit this link - <http://tiny.cc/mbufm> - to hear 2011 YAIO Intern John Daniels discuss how his experience is helping him prepare for a future career.

Helpful Tips for Potential Interns

Before you apply ...

- ◆ Be sure your outgoing voicemail message sounds professional. You should state your name or phone number and little else. Avoid songs, impersonations, political or religious messages or jokes.
- ◆ Your email addresses should be based on your name or initials, and little else. Clever or cute email addresses can convey a lack of professionalism. Addresses such as cutepuppies@, peacedolphins@, grrlpower@, genius2004@, or beautifulgoddess@ may impress your friends with your humor and wit, but do your application a significant disservice.
- ◆ Use an email account from your school or sign up for a free email service (such as yahoo or hotmail) that will accommodate a more professional address. You may wish to use a separate email account for your internship/job search to keep organized.
- ◆ Check your email regularly and make sure that the mailbox is not so full that it rejects new mail. Also check your "junk" or "spam" email folders periodically in case your email filters some important emails. Employers increasingly rely on email for communication.

Your cover letter...

- ◆ A cover letter is a standard career development tool, and its importance cannot be overstated. You should include a cover letter every time you submit a résumé for a job application, even if you are sending it electronically. Visit a career counselor at your campus career center for advice and assistance.
- ◆ Your cover letter should be in business letter format; it should always include your return address, the date, recipient's information (if available), greeting, text body, closing and signature. Generally, it should be limited to one page. The body of the letter is generally comprised of three or four paragraphs:
 - The first paragraph states the position(s) for which you are applying and your general qualifications, and may also include personal contacts you have in the organization (as appropriate).
 - The second and possibly third paragraphs explain your qualifications and experience, as they relate to the position for which you are applying. Avoid simply recapping your résumé; tailor the information to the position.
 - The final paragraph requests an interview (if appropriate), tells the employer how to get in touch with you, states that you will be following up proactively, and thanks the employer for her or his time and attention.
- ◆ The tone should be cordial and professional. Avoid sounding informal or overly familiar. Use a standard font, such as Times New Roman or Arial, in 11 or 12 point.
- ◆ Always sign your letter by hand. Your signature belongs above your typed name at the end of the letter.
- ◆ When an employer requests an email submission of the cover letter and résumé, include your cover letter text in the body of the email AND as an attachment. Leave the signature space blank or include your personal signature as a scanned picture file.
- ◆ Check, recheck, and triple check your grammar, diction and spelling. Utilize your computer's spell check, but do not rely on it exclusively. Don't forget: The computer cannot point out if you mistake "there" or "their" for "they're."
- ◆ Ask a career services advisor or other trusted member of the career world to look over your cover letter. Your college or university should have these resources available to you.

Examples of cover letters and additional advice are available at the following sites*:

<http://www.internweb.com/top7.asp>

<http://jobstar.org/tools/resume/clet-ex.php>

Your résumé...

- ◆ Always clearly list your name and contact information in a large font, at the top of the résumé and on each subsequent page. This includes your name, address, phone number(s), and email address.
- ◆ Résumés for job seekers just out of college are generally one page long. You can exceed this limit as long as the information given is clear, concise and relevant.
- ◆ Titling your résumé "Résumé" is redundant and may appear unprofessional.
- ◆ Experts disagree about the importance of stating a career "Objective" on your resume.
 - Many employers assume that obtaining the applied-for job is your objective and would prefer you use the extra space for highlighting your skills and experience in those sections.

- Other experts assert that inclusion of an objective demonstrates goal-orientation and focus. If you do list an objective, make it clear, concise and relevant; use it to grab attention and create impact.
- An objective should convey mutual benefit to you and the employer, not just state that you are seeking a job. This approach gives you an opportunity to highlight your main skills or specialty of interest.
- ◆ Use creative or custom headers aside from the usual “Work Experience” to categorize your work, volunteer activities, campus activity and/or internship experiences. More specific headers grab your reader’s attention and can help you to stand out from the crowd.
- ◆ Your interests or hobbies are irrelevant; in most cases, they do not belong on your résumé.
- ◆ Do not include references or the line “References available upon request” on your résumé. There is no need to do so; employers assume you have them and will ask for them when it becomes relevant.
- ◆ Do not attach a photograph or include personal information such as marital status, date of birth, religious or political affiliations, etc. It is generally unlawful for employers to request such information and providing it may appear unprofessional.

Further resume advice and formatting ideas are available at the following sites*:

<http://www.jobweb.com/Resume/help.aspx?id=274>

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/jobs.aspx>

* Suggested web sites are not associated with the N.C. State Government Internship Program and their content does not necessarily reflect the opinions or attitudes of the program or its affiliates.

Keys to Success

Employers in North Carolina government agencies assume that interns will meet certain expectations. These expectations may vary by agency, but the following are generally accepted as standard for the North Carolina State Government Internship Program.

GENERAL PROGRAM EXPECTATIONS

- ◆ Attend the program orientation and enrichment activities.
- ◆ Complete the 10-week project.
- ◆ Complete and submit timesheets by indicated deadlines.
- ◆ If applicable, meet guidelines for academic credit at your home institution.

STARTING OUT AT THE AGENCY

- ◆ Make a good first impression and dress appropriately for the job.
- ◆ Be prompt and assume responsibility for regular attendance.
- ◆ Research and respect agency policies.

DEVELOPING A PRODUCTIVE INTERNSHIP EXPERIENCE

- ◆ Complete tasks in a reasonable amount of time.
- ◆ Be culturally competent; adjust to a variety of circumstances and people.
- ◆ Ask for guidance, share ideas and express concerns.
- ◆ Seek additional responsibilities and challenges.
- ◆ Reflect upon what you are learning and be open to evaluation.
- ◆ Complete internship program evaluation.

We at the Youth Advocacy and Involvement Office are available to you for information and support, from the application process through the internship and beyond. If you have questions, concerns or special situations, call us at (919) 807-4400.

Best of luck in the selection process!